

Job Description

Job Title		Tutor
Responsible To		Curriculum Manager
Job Objective		
<p>To tutor Argyll College students in the subject and for the duration specified in the contract of employment issued.</p>		
Key Duties and Responsibilities		
<ul style="list-style-type: none"> • Create a good learning atmosphere encouraging student interest and motivation. • Keep abreast of developments in your own subject area. • Develop learning materials to a style and quality determined by the Curriculum Manager. • Organise the delivery of the above materials in a manner appropriate to the learners. • Act as programme tutor as required and provide first line discipline/counselling for students. • Provide a model of punctuality and organisation and work commitment to students. • Provide appropriate statistical information as required. • Participate in student enrolment and completion of registration as required. • Administer, assess and record achievement of students. • Feedback into the corporate plan ideas that will lead to greater efficiency and clarity of administration. • Maintain a record of own Continuing Professional Development (CPD). • Undertake other duties as agreed with the Curriculum Manager 		
<p>This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are expected to participate fully in such discussions. In all cases, it is Argyll College's aim to reach agreement to reasonable changes but, where it is not possible to reach agreement, Argyll College reserves the right to make reasonable changes to your job description which are commensurate with your appointment after consultation with you.</p>		