



## **OXFORD COLLEGE**

**Company Number: 14552808**

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**Date: 21 May 2025**

# **TUTOR JOB DESCRIPTION**

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### **1. JOB TITLE**

Tutor / Lecturer

### **2. REPORTING TO**

Faculty Lead or Academic Director

### **3. JOB PURPOSE**

The Tutor is responsible for delivering high-quality teaching, learning, and assessment to students in their subject area. This includes curriculum planning, session delivery, learner support, assessment, and contributing to academic quality assurance processes in line with the college's policies and educational standards.

### **4. KEY RESPONSIBILITIES**

#### **4.1 Teaching and Learning**

- Prepare and deliver engaging and inclusive lessons using varied teaching methodologies.
- Develop schemes of work and lesson plans aligned to qualification specifications.
- Differentiate instruction to meet the needs of diverse learners including those with SEND.
- Integrate digital tools and e-learning platforms into teaching.

#### **4.2 Assessment and Feedback**

- Design, administer, and mark formative and summative assessments.
- Provide timely, detailed, and constructive feedback to learners.
- Maintain accurate records of student progress, achievement, and attendance.
- Participate in internal verification and contribute to standardisation.

#### **4.3 Learner Support and Progression**

- Provide academic guidance, pastoral care, and individualised support.
- Identify at-risk learners and implement intervention strategies in collaboration with Student Services.
- Support learners' career development and progression into further study or employment.

#### **4.4 Quality Assurance and Compliance**

- Ensure delivery meets Ofqual-regulated standards and awarding body requirements.
- Attend team meetings, participate in peer observations, and respond to student feedback.

- Engage with the internal audit process and act upon recommendations.
- Comply with all college policies, including safeguarding, equality, and health and safety.

#### 4.5 Professional Development

- Maintain subject knowledge and stay informed of curriculum and industry changes.
- Complete annual CPD as required by the CPD Policy.
- Share best practice and contribute to academic innovation and development.

#### 5. PERSON SPECIFICATION

##### Essential:

- Relevant academic qualification (minimum Level 5 in subject area).
- Recognised teaching qualification or willingness to obtain one (e.g., PGCE, DET).
- Excellent communication and organisational skills.
- Commitment to safeguarding, inclusion, and learner development.

##### Desirable:

- Previous experience in further/higher education teaching.
- Assessor or verifier qualifications (e.g., A1, TAQA).
- Experience delivering blended and online learning.

#### 6. WORKING CONDITIONS

- Role may require evening or weekend work depending on course schedules.
- Hybrid working models may apply for online delivery.
- Reasonable adjustments are available for staff with specific access needs.

#### 7. SAFEGUARDING STATEMENT

Oxford College Ltd is committed to safeguarding and promoting the welfare of learners. All staff are expected to uphold these values and undergo relevant background checks and training.

##### Approved by:

Principal, Oxford College Ltd

Date: 21 May 2025