

Job Description

Post title	Academic Assignment Tutor
Department	Widening Participation
Duration	Approx 10 hours, May – September 2014 (further details below)
Payment	£150 per completing student, usually two students per tutor
Responsible to	Catherine Jackson, Widening Participation Officer

Role purpose

Realising Opportunities (RO) is a collaboration of 15 leading universities, working together to promote fair access and social mobility of students from under-represented groups. The RO programme works with year 12 students identified from the local areas of each university as 'most able, least likely' to progress on to Higher Education and research intensive universities in particular.

Through a programme of activity the RO scheme encourages targeted students to consider applying to research intensive universities and supports them in developing skills that they will find useful should they choose to do so. Part of the programme is the 'academic assignment' which allows students to develop and demonstrate independent learning and research skills.

Academic assignment tutors work with one or more students (usually two) to help them to develop a research question, provide guidance and feedback on their work and mark their final submission. Ability to communicate with young people and an interest in supporting students to develop their research skills are essential. Effective time management and the ability to motivate others will also be essential to ensure that students meet the required deadlines.

Role outline – Main responsibilities

- To attend a training session on the 21st of May 2013, introducing you to the RO programme, academic assignment structure and criteria for assessment
- To support allocated students in developing a research question and action plan
- To hold with each student two 45 minute tutorials between June and September 2014
- To respond to queries from students relating to the academic assignment
- To signpost students to relevant support to aid them in completing the assignment, including interim submissions
- To record the details of any tutorials on the RO database
- To provide feedback on interim submissions in accordance with the criteria for assessment
- To mark final submissions in accordance with the criteria for assessment, recording feedback and final marks on the RO database
- You may also be asked to support with internal verification of assignments – there will be an additional payment for this

Who are we looking for?

- You must have a commitment to and preferably experience of working with young people
- Experience of supervising academic work would be an advantage
- You should be a current PG student at King's College London
- For further particulars please see Person Specification below

Further Particulars

Key dates and academic areas	<p>21st May 3 hours tutor training</p> <p>10th Jun Student induction evening</p> <p>10th Jun – 1st Aug 1st tutorial (45 mins, scheduled with students)</p> <p>1st Aug Mid-way submission deadline</p> <p>4th Aug - 12th Sept 2nd tutorial (45 mins, scheduled with students)</p> <p>12th Sept Final submission</p> <p>29th Sept Marking deadline</p> <p>We have openings for tutors in the following subject areas:</p> <ul style="list-style-type: none"> • Biomedical Sciences • Economics • Psychology • Chemistry • Biology • Neuroscience • Mathematics • Sociology • Culture & Media • History • Politics • English Literature • Business Management • Medicine • Economics • Dentistry • Physics • Geography
Pay	Tutors will be paid a flat rate of £150 per student. This will be staggered in 2 payments – one at mid-submission, one at completion.
Closing Date	Completed application forms must be returned by 5pm on Friday 25th April 2013

Contact Details

Contact	Catherine Jackson, Widening Participation Officer
Telephone	020 7848 3899
Email	catherine.m.jackson@kcl.ac.uk

Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
Specification			
Registered student at King's College London	*		Form
Empathy with client group and understanding of Widening Participation and programme aims	*		Form/Interview
Experience of working with young people aged 16- 17 years		*	Form/Interview
Positive outlook and a mature approach to working with others and solving problems	*		Form/Interview
Ability to act as a role model and set standards of expected behaviour	*		Form/Interview
Excellent organisational skills and the ability to handle multiple priorities and deadlines	*		Form/Interview
A committed and reliable individual	*		Form/Interview
Experience of supervising academic work		*	Form/Interview
Experience of assessing academic work		*	Form/Interview
Experience of motivating others, ideally in an academic setting	*		Form/Interview

In addition, all tutors will be required to possess or apply for clearance (at the enhanced level) from the Criminal Records Bureau.