

**JOB DESCRIPTION****GAMES ACADEMY**

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**Job title:** Online Tutor (MA User Experience Design)

**Grade:** 5

**Responsible to:** Course Leader

**Date:** August 2023

**Job Purpose:**

The online tutor is paramount to the thriving ecosystem of both undergraduate and postgraduate courses. Beyond being an academic cornerstone, they act as mentors, fostering students' growth through actionable feedback at every assessment stage. The tutor embodies a commitment to formative feedback, ensuring that students understand their areas of improvement and are empowered with the knowledge and strategies to enhance their skills. Through ongoing mentoring and guidance, the tutor ensures an enriching learning environment, aiding students in reaching their full potential. Courses operate primarily asynchronously; however, the tutor's presence is continually felt as they check into modules multiple times throughout the week (including weekends), overseeing and guiding up to 30 students.

**Main duties and responsibilities**

The main duties and responsibilities of this role have been grouped into the following areas:

1. Learning and Teaching
2. Pastoral Care
3. Quality Assurance

**Learning and Teaching**

1. To plan, host and participate in weekly synchronous (live) online conference sessions where tutors summarise a topic's key points and give students formative feedback on their learning or work.
2. To challenge thinking, foster debate, and develop the ability of students to engage in critical discourse and rational thinking through the moderation of online discussion forums.
3. To facilitate online learning activities, provide advice and help with learning problems.
4. To help prepare students for assessment, mark and assess work against agreed assessment criteria and learning outcomes and provide feedback to students.
5. To participate in university-wide staff development initiatives related to learning and teaching.

6. To develop the social learning elements of an online module.

- a) Meet regularly with module leaders to provide an overview of student progress, student learning needs and feedback on the course.

### **Pastoral Care**

- a) To use listening, interpersonal, and pastoral care skills to deal with sensitive issues concerning students and provide support.
- b) To refer students as appropriate to services providing further support.

### **Quality Assurance**

- a) To adhere to the University's academic calendar and be available to work in alignment with the key assessment dates.
- b) To ensure adherence to and effective operation of quality assurance and enhancement policies and procedures.
- c) To ensure delivery within Falmouth's academic framework.

### **General duties and responsibilities**

1. To perform to high professional standards.
2. To independently manage errors or concerns immediately or notify a senior staff member as appropriate.
3. To use initiative to determine priorities, work autonomously, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

### **Health and Safety at Falmouth University**

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's health and safety arrangements. Staff responsible for others must ensure the proper enactment of the University policy within their areas aligns with the levels of responsibility set out in the University's Health and Safety Policy.

### **Health & safety requirements**

- Regarding health and safety, you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.

- You work cooperatively with other staff responsible for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible staff member as soon as these are identified.
- You attend training appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

## PERSON SPECIFICATION

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**Job title:** Online Tutor

Attributes	Essential requirements	Desirable requirements
<b>Education &amp; Qualifications</b>	<p>Educated to postgraduate degree level, in UX, Interaction Design, HCI, Computer Science or closely related area.</p> <p>Relevant industry experience.</p>	<p>PhD, and or an MSc level qualification.</p> <p>Extensive and current industry experience.</p>
<b>Experience and knowledge</b>	<p>Evidence of experience in domains specific to User Experience Research and Design.</p> <p>An understanding of primary research methods, tools and referencing.</p> <p>An understanding of human-computer interaction (HCI) and relevant theories.</p> <p>Evidence of contemporary professional practice in UX research or design.</p> <p>An understanding of the principles and practicalities of online learning.</p> <p>Experience of assessment and writing action-based feedback at a higher education level.</p> <p>Connections with industry and professional practice.</p> <p>An understanding of discussion moderation and facilitating learning activities.</p> <p>Commitment to continued professional development.</p>	<p>Experience using rapid prototyping and design tools.</p> <p>Experience of teaching within an HE environment at Postgraduate level.</p> <p>Experience of facilitating learning in online, blended, or face-to-face learning environments.</p> <p>Experience of working with and teaching in a virtual learning environment.</p> <p>An online portfolio of related work and or practice.</p> <p>Experience of agile practices.</p> <p>Experience with diversity and equality practices.</p>
<b>Skills and personal requirements</b>	<p>Excellent digital literacy.</p> <p>Excellent interpersonal and presentation skills.</p> <p>Excellent presentation skills.</p> <p>Able to communicate effectively and confidently, verbally and in writing.</p>	

	<p>Able to work under pressure and maintain attention to detail.</p> <p>Able to work unsupervised and on own initiative as well as to work proactively as and constructively as part of a team.</p> <p>Able to prioritise workload to meet deadlines.</p> <p>Commitment to staying engaged with the industry and identifying relevant trends.</p>	
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