

Role Description	Tutor
Version 1 June 2021	

Tutors report to the Education Coordinator and are members of the relevant Programme Team.

## Responsibilities

### Programme delivery and assessment

- Liaises closely with the Lead Tutor
- Submits scheme of work and lesson plans to the Lead Tutor before the start of the programme
- Delivers programme to a high standard
- Ensures s/he is familiar with QQI's Assessment Guidelines and our Quality Assurance System, particularly those procedures relating to assessment
- Confirms the programme assessment plan and timetable with the Lead Tutor before the start of the programme
- Marks and grades assessment
- Prepares assessment portfolios and mark sheets with associated briefs and marking schemes for internal verification
- Returns marked and graded assessments according to the agreed schedule to facilitate authentication and certification processes
- Is available to be contacted during the external authentication process

### Learner induction and supports

- Acts as the primary point of contact and source of support for learners throughout the programme
- Inducts learners
- Advises learners re referencing and the implications of plagiarism
- Advises and supports learners in regard to transfer and progression

### Monitoring and feedback

- Records and monitors attendance and makes records available to the Education Coordinator
- Provides formative and summative feedback
- Escalates concerns to the Lead Tutor and Education Coordinator promptly
- Contributes feedback and suggestions for programme improvements
- Distributes and collates Learner Feedback Forms
- Evaluates programme delivery and learner progress throughout the programme and on completion
- Completes Tutor Feedback Form with self-evaluation at the end of the programme

### Training and development

- Contributes to programme team meetings and the Community of Practice
- Engages with comments and results from tutor observations
- Attends additional training and CPD workshops as required