FIJI NATIONAL UNIVERSITY
Job Description

Position Title: **Tutor in Hair, Beauty Therapy & Spa**

Position Purpose

To operate effectively as part of a team of academic, technical and administrative colleagues in order to facilitate learning and the advancement of knowledge through tutoring. More specifically, the incumbent is responsible for carrying out tutoring, course co-ordination and curriculum development for certificate level as part of development duties.

Scope of Work

Tutors will work with students in their content areas of expertise. The tutoring of students will be on a one-to-one basis or in small group sessions. Tutors will provide specialised instruction in individual subject areas, answer questions on course content, and aid in the comprehension of course material.

Tutors seek to help others understand and learn various academic subjects. They must be patient and understanding, as well as be able to assist, evaluate, motivate, develop and integrate their students in learning.

Organizational Relationships

Position Type:	**Fixed Term Appointment**
Reporting to:	**Director Industry Training NTPC**, through the section head(s), if any.
Staff Responsible to you:	N/A
Hours of Work:	To carry out on average 28 contact hours of tutoring per week, with the balance of the time to be spent on scheduled consultation with students and tutoring related work.

Functional Relationships:

1. Internal Contacts:	Head of Department, Head of School, Vice Chancellor, Dean(s), Staff and students
2. External Contacts:	Industry, Ministry of Education, Students, School/Department Principals, NGOs and External Institutions/Universities

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1.0 DUTY STATEMENT

Specific Duties & Responsibilities: The specific duties and responsibilities of a Tutor in the TVET stream of the University are:

1.1 **Tutoring and support academic staff;** assist students academically in whichever subject(s) the students are seeking improvement and instructional support in classrooms, preparing of educational resources for students. The tutoring responsibilities are at the certificate level in the programmes in the Department and/or School, and all courses in which the appointee's expertise lay throughout the University. This role also includes:

- 1.1.1 co-ordinating daily the provision of tutorial assistance for students in consultation with the Senior Lecturers/Staff;
- 1.1.2 tutoring at the certificate level;
- 1.1.3 assisting with the delivery of tutoring within established programmes under the direction of the Head of School/Department or Dean;
- 1.1.4 ensuring that students receive appropriate guidance and formative feedback;
- 1.1.5 monitoring student attendance; notify the relevant teaching staff of absences;

1.1.6 facilitating any presentation as required by the Teaching Staff;

1.1.7 supervising the work of the students where appropriate;

1.1.8 contributing to the planning and review of the delivery of practical modules;

1.1.9 working with Teaching Staff to ensure that practical classes run effectively and according to timetable requirements;

1.1.10 dealing with student queries about the content and delivery of a module as well as providing advice and ideas to them where necessary;

1.1.11 recording students' attendance in classes and report any problems to the Head of School or Dean;

1.1.12 conducting weekly tutorial sessions and grading quizzes, tests and assignments;

1.1.13 invigilating term tests and other duties as required by the course;

1.1.14 reporting for duty at the start of the practical or tutorial session and remain in attendance until the session has ended;

1.1.15 having fully familiarized themselves with the practical prior to the start of the session;

1.1.16 taking an attendance register and notify the Head of Department of any absent students;

1.1.17 giving, when required, a pre-practical briefing;

1.1.18 being actively involved throughout the practical or tutorial session. They must not simply respond to questions when they arise but, additionally, are expected to observe student's 'laboratory technique and intervene where deemed necessary;

1.1.19 marking all the practicals within one week of the hand-in date, record the marks on students' record sheets and submit these sheets to the Appropriate Lecture or program Leader;

1.1.20 providing students with appropriate feedback. Marked practical write-ups or report slips must be returned to students at the practical session following the week in which the practical was submitted.

General Duties & Responsibilities

1.2 The general responsibilities of a Tutor are:

1.2.1 **Administration** of all activities related to the specific duties listed above, including attending meetings and representing the Department/School/College/University in meetings and forums to which the staff is sent;

1.2.2 **Administrative duties** relating to all matters that the membership of a University entails, including duties related to School/College/University wide activities;

1.2.3 **General responsibility** to undertake all other duties as directed by the supervising officer, the Head of School, Dean, or the Vice Chancellor.

2.0 Performance Appraisal and Staff Review

2.1 Annual performance appraisal and staff review shall be based on performance in all areas of work responsibilities described in paragraph 1 above.

3.0 KEY RESULT AREAS AND KPIs

Key Result Areas (KRAs)	Key Tasks	Key Performance Indicators (KPIs)
Prepare, Conduct and Disseminate Knowledge	• break-down theoretical knowledge and specialised jargon into understandable students' terminology • able to articulate specialized concepts in to a systematic, coherent framework • plan, conduct and supervise the teaching of the units in accordance with the academic regulations of the FNU • prepare for, conduct, and supervise tutorials in accordance with instructions and guidance approved by the Head of School and in fulfillment of responsibilities • plan, conduct and supervise examinations and practical assessments within the syllabus in accordance with GAS Standards Approval • assess students work on the basis of marking schedule approved by the Head of School • undertake administrative tasks, consistent with the duties and responsibilities of the position delegated by the Head of School	• coverage of syllabus within FNU Academic policies and procedures • all courses to strictly comply with all academic policies, regulations and procedures • timely preparation and presentation of exam results in accordance with established procedures
Uphold Quality Standards	• actively participate in ensuring the requirements of a quality programme, including the requirements of any Quality Assurance System, are met and maintained.	• all targets on quality standards are met.
OHS Compliance	• actively participate in ensuring the requirements of the Safety Management Procedures are followed rigidly • identifying and bringing deficiencies to the attention of the OHS Officer • following through to ensure these deficiencies are rectified so that the safety of both staff and students are not compromised	• strict compliance with minimal or no workplace injury
Professional Standards	• at all times conduct in a professional and courteous manner to all staff, students, and external community	• no staff, student or external complaints about work performance and behaviour

4.0 JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out.

Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.

5.0 ACADEMIC PATHWAYS

This JD lists the tasks required of an academic, however, you may be required to focus on certain areas depending on your chosen academic track i.e., Teaching & Research (TR) and Teaching, Scholarship, and/or Professional Practice (TSPP). In consultation with your supervisor, you will need to choose between these two tracks through the annual Performance Management Plan (PMP) exercise. You will be monitored for performance based on the Chosen Track.