# 1. Job Details

**Job Title:** DPLP Tutor  

**School/Support Department:** Law  

**Line Manager:** Head of Academic Management (DPLP)

# 2. Job Purpose

The essential elements that make up the role of DPLP Tutor will involve contributing to the teaching of DPLP courses within a clear and established programme by provision of tuition to groups of DPLP students. A key purpose of the role is to stimulate discussion and engagement amongst students on course topics with the aim of achieving the set learning outcomes and enhancing and assisting students' understanding of key learning points arising from course materials.

# 3. Main Responsibilities

Tutors will be required:

1. To lead workshops, within a framework set by the Course Organiser for groups of students, with specified learning outcomes, in discussing key points from lectures and/or course materials within a clear and established programme. Workshops may take a variety of forms including those appropriate to problem- and skills-based learning. Tutors may also be given the opportunity to volunteer to deliver lectures, if relevant and appropriate.

2. To carry out necessary prior reading and preparation on workshop topics in order to be able to guide class discussion and answer queries arising from set exercises.

3. To undertake marking of course assignments and the provision of feedback in line with the guidance and supervision given by the Course Organiser.

4. To monitor student progress and provide appropriate verbal and written feedback to students, drawing the attention of the Course Organiser, Head of Academic Management (DPLP) and/or DPLP Director to any concerns about student performance, attendance or pastoral issues. To use the online attendance and class participation system to monitor and promptly record student attendance and participation for every workshop.

5. To comply with DPLP policies and procedure, including the DPLP Student Absence Policy, assessment protocols and uploading relevant information to the virtual learning environment.

6. To attend tutor training sessions.

7. To be aware of any Health and Safety and welfare issues and raise any concerns with the School's Health and Safety Officer.

(Please note that the duties may vary across different courses. Course Organisers can provide more specific information about the responsibilities for their particular course.)

# 4. Planning and Organising

Within boundaries of set topics and with the support of the Course Organiser, tutors will be expected to plan how to develop and encourage discussion within the workshop. The Course Organiser will set the broad topics to be discussed and the activities to be undertaken in each workshop throughout the semester. In discussion with the Course Organiser, the tutor may suggest additional or alternative topic or materials to aid discussion and suggest small variations to the material or order of topics.
5. Decision Making
Tutors will be provided with guidelines on course content by the Course Organiser. Tutors may have some discretion on how to teach the workshop exercises in a way that ensures the delivery of the required learning outcomes. Tutors will decide what matters should be fed back to the Course Organiser in relation to student issues, eg, plagiarism, student performance issues, etc.

6. Key Contacts and Relationships
Academic matters: tutors should report these directly to the Course Organiser.

Administrative, HR or payroll matters: tutors should report these to the Diploma Office.

Each tutor should maintain appropriate relationships with students in his or her workshop group.

8. Knowledge, Skills and Experience Necessary for the Job
• Experienced legal practitioner with appropriate practical experience in course subject matter.
• Educated to Degree and DPLP level preferably with a Scots Law degree.
• Proven organisational skills.
• Excellent written and verbal communication and interpersonal skills, including the ability to explain concepts in a clear and understandable manner.
• Good digital skills and willingness to learn how to use new software and databases such as the virtual learning environment.

8. Dimensions
Diploma workshop groups typically have 12 students. The majority of students are studying full-time, but we also have a small number of part-time learners studying over the course of two academic years.

9. Job Context and any other relevant information
The DPLP involves the delivery of seven core courses and 16 elective courses. The DPLP employs Course Organisers for each course who work closely with the Director DPLP, the wider DPLP team, and approx. 80 external tutors to coordinate and deliver the DPLP.