



THE UNIVERSITY *of* EDINBURGH

Job Description

Job Title:	Diploma Tutor
Department / School:	School of Law
Reports To:	Head of Student Services (DPLP)

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.

Edinburgh Law School is an international and diverse workplace with a strong commitment to Equality, Diversity and Inclusion for both our staff and students. Equality and Diversity sits alongside our work in Widening Participation and Sustainability, forming three core values of our vibrant community:

<https://www.law.ed.ac.uk/about-us/mission-and-values#second/>

The School of law is a leading contributor to the university networks GenderEd and RaceEd, has academic and professional services LGBTQ+ advocates, and welcomes and includes all who choose to study, work, or visit us. We particularly welcome applications from underrepresented groups in academia.

In particular, recent work includes the activities of our Edinburgh Foundation for Women in Law to further equality in the legal profession; a supportive mentoring scheme to encourage underrepresented groups to apply to become tutors in the Law School; and, a review of our values and teaching through our Decolonising the Curriculum Working Group.

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, supervision and deadlines 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 University, School and DPLP policies and procedure as directed.
6. To attend tutor training sessions.
7. To monitor and manage a University email account and to use this account for University business.
8. 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.)

Key Contacts and Relationships

Academic or pastoral matters: tutors should report these directly to the Course Organiser and/or Head of Academic Management.

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

Planning & 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.

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, in line with the guidance provided to them,

what matters should be fed back to the Course Organiser in relation to student issues, eg, plagiarism, student performance issues, etc.

Knowledge Skills and Experience

Attribute	Essential	Desirable
Education, Qualifications & Training	<ul style="list-style-type: none"> • Educated to Degree and DPLP level preferably with a Scots Law degree. 	
Knowledge & Experience	<ul style="list-style-type: none"> • Experienced legal practitioner with appropriate practical experience in course subject matter. • 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. 	

Dimensions

The DPLP is an integral part of the Law School. However, on a day-to-day basis the DPLP operates with a considerable amount of autonomy. The post holder needs to be able to demonstrate judgment, knowing when to discuss issues or refer matters to the Course Organiser, Head of Academic Management DPLP, Director DLPL and/or other key contacts.

The role may involve the post holder creating course materials and resources in a range of formats. Any intellectual property rights created are owned by the University of Edinburgh.

Additional Information

The DPLP involves the delivery of seven core courses and 15 elective courses. The DPLP employs Course Organisers for each course who work closely with the Director DPLP, the wider DPLP team, and over 100 external tutors to coordinate and deliver the DPLP.

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.