

UNITARIAN COLLEGE

JOB DESCRIPTION AND PERSON SPECIFICATION

Title:	Tutor/Assessor
Reporting to:	Director of Unitarian College
Salary:	£38k pro-rata including MPF or other pension contribution
Hours:	10.5 hours per week worked flexibly

Purpose of Post

To deliver training and support to Unitarian College students, both Ministerial and Lay. To assess students' competence in a range of settings including the observation of worship and the assessment of self-reflective practice.

Main Duties

- To deliver Unitarian College curriculum in person and online, as agreed with the Senior Tutor
- To visit students in congregational settings to observe them leading worship, assess the relationship with the congregation and report students' progress to the College
- To help students identify opportunities to evidence competence whilst on placement
- To work with Ministry students on the self-reflective Taking Stock process
- To attend and be a member of the College's Academic Committee
- To attend other UC activities and represent UC as agreed with the College Director

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within which the post holder is expected to operate.

This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of the college.

Any amendments to the job description will be discussed with the College Board/Director and post holder and subsequently confirmed in writing.

This job description is current as at September 2022 but will be updated in consultation with the post holder should circumstances change.

UNITARIAN COLLEGE

Person Specification Tutor/Assessor

		Essential/ Desirable	Assessed
Qualifications	<ul style="list-style-type: none"> Minister on the GA roll with Full status Experience or qualifications in assessing students 	E D	A A
Knowledge	<ul style="list-style-type: none"> Knowledge of the Unitarian denomination in the UK and learning pathways within Unitarian College Knowledge of how people learn and how they can evidence learning to prove competency 	E E	A I
Skills	<ul style="list-style-type: none"> Experienced congregational Minister Able to listen and respond to students and stakeholders Able to give helpful and direct feedback in a way in which it can be heard by the student Able to help students plan their own development and reflect on the feedback they are receiving Able to communicate well in person and in writing Highly organised, able to prioritise workload Excellent interpersonal skills Competent IT user able to communicate with students using a range of electronic media 	E E E E D E E	A I I I A/I A/I I I

UNITARIAN COLLEGE

Personal Attributes	<ul style="list-style-type: none">• Passionate about educational achievement and the continuing improvement of Unitarianism	E	I
	<ul style="list-style-type: none">• Motivated and committed to outstanding service as part of a team	E	I
	<ul style="list-style-type: none">• Builds trusting relationships with others	D	I
	<ul style="list-style-type: none">• Willing to travel nationally for work and to work weekends	E	A