

Institute of Continuing Education (ICE), University of Cambridge

Panel Tutor Recruitment – MSt in Coaching Tutors

We are looking to expand our panel tutor teaching team for the MSt in Coaching. The syllabus covers the following key topics:

- Psychological Coaching
- Philosophy and Coaching
- Evidenced Based Coaching
- Neuroscience
- Coaching in Systems
- Emerging Trends in Coaching

We also have opportunities for Research Supervisors to work with our students on their dissertation topics.

Ideally you will hold a PhD or equivalent doctoral degree or a Masters degree.

Please see the role duties on page 2 of this document.

If you are interested in an informal conversation about the commitment and role of a panel tutor, please contact coaching@ice.cam.ac.uk.

If you would like to formally apply, please submit the following two documents to tutorrecruitment@ice.cam.ac.uk.

Thank you for your interest and do please get in touch via the email above, if you have any specific questions.

CV / Resume

Short personal statement stating:

- Experience of teaching at HE level (include an example of what programme / institution)
- Experience of marking and grading at HE level (include an example of type of assignment)
- Specific area / topics of interest you would like to teach on.
- Name of one reference who can comment on your teaching experience (we will only contact them, with your permission if you are offered a panel tutor opportunity)

The closing date for applications is 31st January 2024.

Thank you for your interest and do please get in touch via the email above, if you have any specific questions.

Dr Gill Stevens - Academic Director – Coaching - Institute of Continuing Education (ICE)

The University of Cambridge's Institute of Continuing Education (ICE) offers a vibrant and diverse array of courses for personal enrichment and academic and professional development. Courses range from non-award-bearing courses, many of which are open-access, to innovative part-time Master of Studies (MSt) degrees. Around 300 ICE tutors, across a variety of academic disciplines, make a vital contribution to the quality of teaching, learning and student support.

Panel Tutor Duties

- Participate in any relevant pre-course induction
- Prepare and deliver syllabus/teaching materials/reading lists/lectures/teaching sessions/seminars/discussions (face-to-face and online), as specified in your contract
- Assess, mark and grade assignments providing written, helpful and developmental feedback
- Consider inclusivity and accessibility of materials for students when planning teaching
- Complete and return attendance records to the course administration team after each taught session where required
- Attend and/or facilitate teaching blocks including hosting of guest lecturers, as required and agreed with the Course Director or course team
- Complete all necessary documentation (academic, programmatic, administrative, etc.), as required in a timely manner
- Provide regular academic and pastoral support, as it relates to students' progression, and to respond to students in a timely and appropriate manner
- Discuss with students any issues to do with assignments (extensions, re-submission) and advise students about the mitigating circumstances process if applicable
- Liaise with the Course Director and course team regarding course arrangements and curriculum
- Attend any formal or informal events/meetings/committees for the course/programme, as required
- Provide a 30-minute supervision, if required, in the case of student(s) failing to pass assignment(s)
- Prepare fieldtrip schedules and complete appropriate risk assessment documentation, as required
- Ensure that all content added to the Virtual Learning Environment (VLE) for student use is compliant with the University's Licence with the Copyright Licensing Agency Ltd (CLA) and that any scanned printed materials are uploaded with a completed CLA-prescribed coversheet, as required. Information and guidance on Copyright is available from the VLE.
- Other duties as assigned

Panel Tutors are not employees of the University but receive a Temporary Worker Agreement for their services from the Institute before their course begins, subject to the necessary Right to Work checks.