**University Tutors/Demonstrators/**

**Tutorial Assistants**

**Duties and Responsibilities**

A University Tutor shall:

1. be responsible to the Head of School in which he or she is engaged or such other member of academic staff as may be designated by the Head of School.
2. undertake to the satisfaction of the designated member of academic staff and the Head of School such duties as shall be specified by the University. Such duties shall include teaching in lectures, seminars, tutorials, associated preparation, student supervision, attendance at meetings, and may include contribution to marking of coursework, written examination and other forms of assessment.
3. be responsible for all equipment etc and ensure that all procedures set out in the safety regulations shall be followed. Damage or deficiency must be reported immediately to the Head of School or other authorised persons and in the event of an accident, appropriate report forms must be completed.
4. keep records and comply with such procedures associated with teaching and assessment as may be specified.
5. undertake such training as may be specified by the Head of School.

The duties and responsibilities outlined have been listed as general and standard requirements but additions or amendments may be made to reflect the specific requirement of the School.

A Demonstrator/Tutorial Assistant shall:

1. be responsible to their supervisor/module co-ordinator
2. assist with laboratory classes, tutorials and seminars and supervise students as required under the direction of their supervisor/module co-ordinator.
3. be responsible for equipment used during laboratory classes, tutorials etc and report any accidents, damage or deficiency in accordance with school procedures.
4. keep records and comply with such procedures associated with laboratory classes, tutorials as requested.
5. undertake such training as may be specified by the supervisor/module co-ordinator.

The duties and responsibilities outlined have been listed as general and standard requirements but additions or amendments may be made to reflect the specific requirements of the School.