

## **Informatics Tutors**

This is the first draft of a specification for Informatics tutors. I've tried to factor the recommendations from students into two parts. What we need of the person and what we need to provide in terms of training.

### **Person Specification**

1. Tutors should be effective communicators, able to communicate effectively with the class.
2. Tutors should be familiar with the area of work and the material they are working with.
3. Tutors should be approachable and able to build a good relationship with their tutees.
4. Tutors should expect to spend time preparing for tutorials and should expect to spend time providing summative and formative feedback to students.

### **Training**

1. Tutors should be aware of the level of background students have and should communicate at that level. Do not expect understanding that goes beyond that expected of a typical student.
2. Tutors should be trained to understand and use the notation and terminology used in the courses they are tutoring.
3. Tutors should be trained in small group working in order effectively to achieve the learning objectives of the tutorial while engaging with the entire tutorial group.
4. Tutors should be trained to keep to the point and help to ensure the tutorial "makes progress" towards the objectives of the tutorial.
5. Tutors should be trained to keep to topic and time.
6. Course lecturers should be involved in training and monitoring of tutorials.

### **Structure of Tutorials**

1. Tutorials should be clearly structured with the objective of achieving some specific learning objectives that are related to the current work of the course.
2. Tutorials should be designed to fit into the available time given reasonable expectations in terms of the level of student preparedness (e.g. that students have tackled pre-tutorial tasks given to them).