

**BSc Professional Accountancy  
Project Supervisor Online Tutor Job Specification**

**1. Background to the role**

- The BSc Professional Accountancy programme, offered through distance and flexible learning, is delivered and administered by the University of London, which also provides the syllabus, teaching materials, and assessment structures.
- The programme is delivered online via at the Virtual Learning Environment (VLE) platform.
- The Project module is delivered across two sessions; each is 16 weeks (March–June; September– December) and Online Tutors are appointed to support a group of students within the two study sessions.
- Students opt to study either fully online (web-supported), or via a Recognised Teaching Centre. Online Tutors are appointed to provide academic support to web learners. Tutors also play an important part in the provision of feedback on formative and summative assignments for all students during the session of study.
- Online Tutors are in regular contact with the Module Leader to ensure that the tutor groups work well and consistently.
- The Online Tutor will engage with students through discussion forums and be able to access online tools to monitor students' completion and achievement during their studies. Furthermore, the Online Tutor will liaise with the University of London Progress Team to implement a comprehensive framework of academic support, feedback, and early intervention for students identified as being at risk of non-completion.
- Finally, the Online Tutor is expected to complete any required training as part of their role responsibilities.

**2. Duties**

**Assessment duties** (for web-supported students)

- To provide thorough and timely online feedback and marking of all formative and summative assessments within the module, in accordance with established deadlines, as per the Marking Guide to be provided by the Module Leader.
- To provide online feedback and complete the marking of all coursework, including the final assignment, in accordance with the Marking Guide (provided by the Module Leader), and to moderate a sample of auto-graded summative tasks for approximately 50 web-supported students and up to 50 teaching-centre students per module, subject to demand.
- To assign provisional marks for coursework using the published marking criteria and marking scales.

- To ensure marking across all scripts and automatically marked tasks are consistent and align with the programme's marking scheme and expected outputs.
- To ensure that students' approach to all summative work complies with the University's assessment rules and regulations.
- To ensure marking across all scripts is consistent and aligns with the programme's marking scheme and expected outputs.
- All comments and feedback recorded by an Online Tutor about the performance of a candidate in coursework, whether on the script or elsewhere, may be requested by a student making a subject access request (see Guidelines for Examinations, paragraph 4.5.11).
- These assessment duties are also noted in the [Guidelines for Examinations.](#)

## **Operational duties** (for web-supported students only)

- To provide 60 hours of scheduled online tuition during the module.
- To be the first point of contact for all academic queries on the Module.
- To respond to academic enquiries received via the Tutor forum within 48 hours.
- To provide weekly proactive messages to students throughout the study session to offer support and encourage discussions, and regular updates
- To work with the Module Leader, Programme team and UoL, to decide upon and provide proactive support for students identified 'at risk' of non-completion of their studies;
- To provide proactive subject area communication to students through tools on the VLE.
- To run at approximately 4 synchronous webinars across the module (approx. 30 mins) as well as direct supervision sessions with students as required.
- To regularly monitor, and answer questions within 48 hours, on allocated tutor group forum.
- To provide students with feedback on formative assessments.
- To liaise, regularly, with other Online Tutors and the Module Leader via appropriate discussion forums.
- To communicate proactively with students in the Module throughout the study session.
- To develop initiatives for the enhancement of student support; and to coordinate student feedback on the Module to facilitate the completion of a Module review led by the Module Leader at the end of each Module.
- To undertake training as required for the Online Tutor role.
- A full description of these activities can be found in the Module Leader and Online Tutor Roles and Responsibilities outlined in the Academic Team orientation module on the VLE and in the Online Tutor Activity Schedule which will provide detail per module.

### **3. IT Requirements**

You will be required to have the minimum specifications for students on the module you are supporting. This will normally include:

- access to a personal computer;
- a secure and reliable access to the internet;
- the ability to use email for communications;
- access to the University of London Portal and Virtual Learning Environment platform, which will provide access to the necessary software tools (including plagiarismdetection software);
- the ability to use online discussion forums and moderate discussion threads between students.

#### 4. Person Specification

<b>PERSON SPECIFICATION</b>		
<b><u>EXPERIENCE</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Experience working in a Higher Education institution	X	
Teaching or teaching assistance and marking of assessments	X	
Working collaboratively	X	
A proven record of punctuality and the ability to manage time	X	
Pastoral student care		X
Ability to work independently and to meet set deadlines	X	
Moderating online communities		X
<b><u>TECHNICAL KNOWLEDGE / SKILLS/ APTITUDE</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Capability to use learning technology tools in teaching and supporting students and communicating effectively with students online	X	
Good written and spoken communication skills in the English language	X	
Evaluating the work of others / marking student work	X	
Ability to help students plan, manage, and complete their research within set timelines, while maintaining clear, supportive, and professional communication.	X	

Ability to support students in completing their research projects by guiding data collection and interpretation, demonstrating basic proficiency in tools (for example, SPSS, NVivo, Excel) and advising on proper citation and ethical research practices.	X	
Ability to support projects that draw on multiple disciplines or emerging research areas, encouraging creativity and broader perspectives.		X
Competence in applying diverse research methods in accounting and contributing to academic and professional practice publications.		X
<b><u>EDUCATION / PROFESSIONAL QUALIFICATION</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Postgraduate degree in accounting or a cognatediscipline	X	
Relevant industry experience		X
PhD in accounting or a cognatediscipline	X	
<b><u>PERSONAL QUALITIES</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Commitment to high-quality support and fostering a positive learning environment for students.	X	
Willingness to work in a global community of tutors	X	
The willingness to work with students from diverse educational,	X	

cultural, levels of disability and from diverse age groups;		
An appreciation of the challenges of online learners and willingness to support through an online virtual learning environment and associated technological tools	X	
A flexible approach to working patterns and provision of support and accessible to students at dedicated times during the session of study	X	
Commitment to the University's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds.	X	



