



Job Description

Employer: Innovative Educational Partnerships Limited (IEPL)

Job Title: International Student Tutor

DMU London E D V H G

Full Time (1.0 FTE), Permanent

	Duties of the role
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	<p>[Redacted]</p> <p>teams, focusing on delivering high-quality academic and pastoral support to international students. This includes personal tutoring and supporting students in their transition to UK Higher Education (UKHE), ensuring they understand expectations, policies, and practices. The role also involves signposting students to university services and advising on academic studies, wellbeing, employability, and professional development. Additionally, the post holder contributes to designing and delivering course content tailored for an international student audience. Mtrtperspec</p>
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x To organise

students through key milestones in their student journey. x

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student issues.

- x To write reference letters for students.
- x To manage student queries promptly and effectively.
- x To plan events and activities to engage students and develop their sense of belonging.
- x To carry out relevant other administrative duties associated with the post.
- x To prepare relevant reports using data-driven approaches to evaluate student engagement.
- x



Innovative Educational
Partnerships Limited

Person Specification

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Area of
responsibility



Innovative Educational
Partnerships Limited