



Our passion is creative upholstery...

## **AMUSF Tutor**

### **Full Job Description**

Assist with organising and managing AMUSF student open days enrolment and induction.

Manage AMUSF student communication, enquiries, and registrations. Ensure all registration forms are completed online within 4 weeks of student start date. Upload any additional forms to drive including student assessments.

Ensure consistency in AMUSF teaching processes, ensuring that documentation, and actions meet all legal standards.

Listen and address (where possible) any student concerns around low morale and potential disengagement with the course.

Share information via email with student groups

Document/Photograph classes for the purpose of social media advertising and social media content

Instruct students on compliance with health and safety regulations, fire drills, KOSH and first aid reporting whilst on the premises to safeguard themselves and those around them. Monitor students' methods of work to ensure compliance is met.

Ensure compliance with all health and safety regulations and requirements for the premises, course students, external clients, and yourself.

#### **Work with the other Tutors:**

- to create a teaching environment that is structured and well-paced with the appropriate level of constructive feedback to inspire confidence in students.
- focus on developing and sustaining a teaching environment that ignites passion, enthusiasm and creativity whilst managing students' expectations.
- to organise field trips
- be a part of the open days, awards nights and exhibitions and presenting the syllabus content.
- develop and create advertising content, and liaise with Creative Director to ensure consistency of message



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**Work with the Studio Coordinator & Technician to:**

- ensure the workshop is kept tidy and all tools and machinery is clean and stored safely.
- report any health and safety breaches or concerns promptly to the Studio Technician.
- report any accident requiring first aid no matter how minor in the accident record book.
- record the use of student materials and pass to the admin team to ensure payments are made on time.