

**Jubaiha Center**

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**Date:** 28 October 2025

## **STAFF RECRUITMENT AND SELECTION POLICY**

### **1. JOB TITLE**

- Tutor / Lecturer

### **2. REPORTING TO**

- Academic Director or Faculty Lead

### **3. JOB PURPOSE**

- The Tutor is responsible for delivering high-quality teaching, learning, and assessment within the assigned subject area. This includes curriculum design, lesson delivery, learner support, and contributing to academic quality assurance in alignment with Jubaiha Center policies and international education standards.

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### **4. KEY RESPONSIBILITIES**

#### **4.1 Teaching and Learning**

- Plan and deliver engaging and interactive lessons using innovative teaching methods.
- Develop schemes of work and lesson plans aligned with accredited qualification frameworks.
- Adapt teaching approaches to accommodate diverse learner needs, including learners with additional support requirements.
- Incorporate digital tools and e-learning platforms to provide a modern, flexible learning experience.

#### **4.2 Assessment and Feedback**

- Design and administer valid, reliable formative and summative assessments.
- Provide constructive and timely feedback to learners to support continuous improvement.

- Maintain accurate records of learner attendance, achievement, and progress.
- Participate in internal verification and contribute to standardisation meetings.

#### **4.3 Learner Support and Progression**

- Provide academic guidance and mentoring to ensure learners reach their full potential.
- Identify and support learners at risk, implementing intervention strategies where needed.
- Assist learners in career planning and progression to further education or employment.

#### **4.4 Quality Assurance and Compliance**

- Ensure delivery meets international quality benchmarks and awarding body requirements.
- Engage in academic quality assurance processes, including peer observations and student feedback.
- Participate in internal audits and implement required action plans.
- Adhere to Jubaiha Center policies on safeguarding, equality, and health and safety.

#### **4.5 Professional Development**

- Keep subject knowledge current and informed by industry and educational developments.
- Complete required Continuing Professional Development (CPD) annually.
- Share best practices and contribute to pedagogical innovation and team development.

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### **5. PERSON SPECIFICATION**

#### **Essential:**

- Relevant academic qualification (minimum Level 5 or equivalent in subject area).
- Teaching qualification or willingness to obtain one (e.g., PGCE, DET).
- Strong communication, presentation, and organisational skills.
- Commitment to safeguarding, inclusivity, and learner success.

#### **Desirable:**

- Previous teaching experience in higher or further education.
- Assessor or verifier qualification (e.g., TAQA).
- Experience delivering online or blended learning programmes.

## **6. WORKING CONDITIONS**

- May require occasional evening or weekend sessions.
- Flexible delivery models (onsite and online) may apply.
- Reasonable adjustments are provided for staff with specific access needs.

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## **7. SAFEGUARDING STATEMENT**

- Jubaiha Center is committed to safeguarding and promoting the welfare of learners. All staff are required to uphold these values and complete relevant background checks and training.

**Approved by:**

Director General, **Jubaiha Center, Jordan**

**Date:** 28 October 2025