

## **Academic Teaching Staff – Academic Tutor of Computer Science**

**Position:** Academic Tutor of Computer Science

**Position Status:** Permanent following successful probation

**Reports to:** Programme Lead Computer Science

**Location:** Leipzig, Germany

**Application deadline:** 02 August 2026

**Number of roles available:** 1 (0.8 FTE)

### **General Information About Lancaster University Leipzig**

Lancaster University Leipzig offers a range of Lancaster University (LU) degree programmes and is committed to providing the same academic quality and fully rounded student experience as in the UK. In January 2020, the campus opened with an LU accredited foundation programme delivered by Navitas Germany GmbH – part of Navitas Group - an Australian public listed company. As a modern and dynamic educational institution committed to providing quality educational programmes and excellent student support in an environment that encourages students to achieve the best possible results in their studies. Lancaster University Leipzig offers a broad portfolio of undergraduate, post-graduate and pathway programmes in Business and Computer Science.

#### **Your role:**

As an Academic Tutor Computer Science you are a key member of the Pathway department at Lancaster University Leipzig. The role requires you to be an experienced, proactive, reliable higher-education professional with outstanding interpersonal and organisational skills. Academic Tutors Computer Science teach modules at Foundation and Pre-Master's level, equipping pathway students from a broad range of countries, and educational and cultural backgrounds with the math, statistics or computer science skills needed to succeed in their chosen programmes.

We are particularly looking for applicants who are confident to teach two or more of the following subjects:

- **Computational Problem-Solving**  
Introduces computational thinking and algorithmic problem-solving, developing core programming skills in Python including programme design, data handling, control structures, and basic software development practices.
- **Computer Science Ecosystems**  
Introduces the Linux environment and text-based workflows, including the command line, text editors, Git version control, HTML/CSS, LaTeX, and databases, showing how

software, documents, and data are created and managed using standard tools.

- **Computing Systems**

Introduces core principles of operating systems and networking, including process and memory management, system protection, and the fundamentals of network communication using protocols such as TCP/IP and HTTPS, alongside basic concepts of secure communication.

And/ or any of the following related modules:

- **Evolution of Computing**
- **Programming Clinic**

You will liaise with LU-appointed Link Tutors (external moderators) and the Programme Lead Computer Science, respectively, participate in staff and committee meetings, and ensure academic standards across student cohorts. The role encompasses the revision and development of course content, structures, and select assessments, as well as the mentoring of a team of adjunct teaching staff.

You will also act as an academic tutor for students on the programme, assisting students to reflect on their academic progress.

**Key relationships:**

- Lancaster University Link Tutors
- Programme Lead
- Adjunct lecturers in computer science modules
- Student & Academic Services team

**What you will do:**

We invite applications from appropriately qualified and experienced individuals interested in becoming a vital part of a successful student experience. The post holder will demonstrate a strong commitment to teaching, learning, and ensuring that students are supported as best as possible. Tutor of Computer Science will work across the following areas:

**Key responsibilities:**

- Teaching of Computer Science for up to 20 hours per week during term time
- Revision, development, and complementation of existing teaching resources and course syllabi during non-term time
- Design and development of coursework assessments
- Marking of student coursework and exams
- Maintenance of students' attendance and performance records
- Provision of regular office hours for students
- Participation in suspected malpractice hearings and exceptional circumstances committees
- Mentorship of adjunct lecturers in computer science modules

- Conduction of first-stage assessment and marking moderation
- Participation in Assessment and Progression Board Meetings
- Carrying out peer observations
- Attend staff meetings and training sessions as required
- Run and participate in Welcome Week events
- Act as an academic tutor
- Continue to develop skills and knowledge in work practices, policies, and procedures.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder. The post holder will carry out any other duties as are within the scope, spirit, and purpose of the job as requested by the Programme Lead, the Director of Academic & Student Services, the Academic Dean, and the Campus Director.

**What you will get from us:**

You will be working in a friendly, stimulating, informal, cosmopolitan environment that includes outstanding opportunities for long-term professional development. You will become a part of a growing team and institution, and receive a workspace in the centre of one of Germany's and Europe's most attractive cities. Subject to passing the probationary period, your work contract will become permanent after six months.

**Your profile:**

Interested applicants will demonstrate the following essential and desirable attributes:

**Essential:**

- Master's degree (or equivalent/higher) in your subject area.
- Excellent written and spoken English.
- Proven ability to work effectively and reliably as part of a team.
- Proven ability to organise own workload and manage a variety of task demands.
- Good understanding of higher education processes and the student lifecycle.
- Strong attention to detail, particularly with regard to university policies and procedures.
- Computer literacy, in particular concerning the MS Office suite (PowerPoint, Word, Excel, Outlook) and MS Teams.
- Outstanding interpersonal skills, especially the ability to communicate with colleagues and students from a wide range of cultural and educational backgrounds.
- Possess a proactive and positive can-do mentality.

**Desirable:**

- Teaching experience in British academia.
- Formal teaching qualification.
- Experience running and maintaining virtual learning environments such as Moodle.
- Experience in curriculum design.

Navitas is a safeguarding employer and the successful applicant may be required to undergo a German criminal records check (*Erweitertes Führungszeugnis*).

**Application Process:**

Please send your cover letter and curriculum vitae in one PDF file, indicating your name, to [recruitment@lancasterleipzig.de](mailto:recruitment@lancasterleipzig.de). If your application is seen as a suitable fit, the following process will be observed:

**Interview and Teaching Practice:**

**Interviewers:** Programme Lead Computer Science, and Director of Academic & Student Services

**Format:** Face-to-face interview on campus

**Purpose:** This interview will assess whether your skills and experience align with the requirements outlined in the job role description. It provides an opportunity to meet your line manager and discuss the specifics of the role and the support available to you. You will be asked to share a snippet of your teaching style through a short section of a lecture of your choice (around 10–15 minutes).

The aim is to ensure that you possess the necessary competencies and qualities to excel in this position. You will be given the opportunity to ask questions about the department's working culture, values, and future goals, in order to determine mutual compatibility and ensure that both you and the department are a good fit for each other. The company reserves the right not to reimburse for any travel expenses.

We thank all applicants for their interest; however, if you have not heard from us within two weeks of the application deadline, please assume that your application has not been successful on this occasion.