

JOB DESCRIPTION

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| Job Title: | Academic Development Tutor |
| Department: | Learning Services |
| Contract: | Permanent, 37 hours per week, 40 weeks per year (0.77 FTE) |
| Salary Range: | £25,300 - £28,345 pro rata of £28,929 - £32,411 |
| Salary Grade: | SS4 |
| Report To: | Deputy Head of Department |
| Job Purpose: | To assist students with the development of their academic skills through high quality support provision. |
| Main Duties & Responsibilities: | <ol style="list-style-type: none"> 1. To contribute to the effective operation of the department. 2. To provide 1-1 English for Academic Purposes and academic skills support to further and higher education students, face to face and online. 3. To design and deliver English for Academic Purposes and academic skills support to groups (bespoke or via workshop). 4. To provide students with support on Library systems/ effective searches and referencing. 5. To provide additional learning support with cohorts of students as identified in the OfS Access and Participation plan to improve outcomes (e.g. degree classifications). 6. To work with colleagues from across the University to develop strategies to support student cohorts to improve retention, progression and student success measures. 7. To contribute to the creation of online academic skills development materials (e.g. recording of videos for academic support toolkits) as required. 8. To carry out any relevant administrative duties and to attend meetings/boards as required. 9. To promote the services of CASE, through promotional materials, meetings with teaching teams, etc. as required. 10. To assist with English Proficiency Testing (invigilation, marking) if required. |

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| Approved by: | | Date: | |
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| | <ol style="list-style-type: none">11. To (where appropriate) liaise with academic and support staff about individual students, advising on support provided.12. To ensure practice is in line with the requirements of the General Data Protection Regulations.13. To commit to upholding the principles of Safeguarding and the PREVENT agenda.14. Any other duties commensurate with the nature and grade of the post. |
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PERSON SPECIFICATION

| Post: | Academic Development Tutor | Weighted criteria |
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| Experience: | | |
| 1 | Experience of delivering English for academic purposes / academic skills support in an HE context (both 1:1 and to groups) | x |
| 2 | Experience of supporting students from a range of backgrounds and levels (including international students) | x |
| 3 | Experience of supporting students into higher study | |
| 4 | Experience of using learning technologies to support students | |
| 5 | | |
| Skills & Abilities: | | |
| 6 | Excellent communication and interpersonal skills | x |
| 7 | Ability to work both independently and flexibly, as part of a wider team | |
| 8 | Competent user of the Microsoft Office Suite | |
| 9 | Ability to work proactively and positively | |
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| Education & Qualifications: | | |
| 11 | Undergraduate degree | |
| 12 | Master's degree | |
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| Training & Professional Development: | | |
| 16 | Willingness to participate in any training required for the role | |
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| Other: | | |
| 21 | Flexible approach to work. | |
| 22 | An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education. | |
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