

Job Description and Person Specification for:
Study Skills Tutor – London campus

<u>Department:</u> Student Services	<u>Reports to:</u> Head of Student and Wellbeing Services
<u>Salary (Grade/Point/Annual/Pro rata):</u> D	<u>Responsible for:</u> Responsible for the co-ordination and delivery of a range of activities which develop students' independent study and learning skills.
<u>Hours per week/FTE:</u> 1.0 FTE	<u>Shift Pattern:</u> TBA - Full time (36.25 hours per week)
<u>Job Purpose/Summary:</u> The postholder will teach a range of academic development strategies and study skills to students on undergraduate and postgraduate courses, including supporting students with Specific Learning Difficulties and disabilities. Study Skills Tutors are expected to work in partnership with academic and professional services staff to provide students with a comprehensive service which is innovative, collaborative, and connected. Study Skills Tutors enhance students' academic skills, motivating students to realise their ambitions through the co-ordination and delivery of an inclusive service which complements the academic curricula of the specialist subject areas.	
<u>Main Responsibilities/Key Tasks:</u> The main responsibilities to include: 1. To undertake study skills teaching and tutorial responsibilities, implementing a range of inclusive teaching methodologies to provide appropriate support within the context of AECC University College, enabling students to receive a high quality educational experience. 2. To devise and document group workshop / lesson plans and individual schemes of work as required, ensuring current, relevant and effective teaching is consistently delivered across the service. 3. To utilise knowledge to provide advice and guidance to academic and professional service staff, promoting inclusive learning and teaching in accordance with AECC University College policies. 4. To deliver teaching in accordance with the requirements of Descriptor levels 1 – 2 of the 'UK Professional Standards Framework for teaching and supporting learning in higher education'. 5. To carry out the administration and organisation of a range of group workshops and individual or group tutorials. 6. To maintain accurate records and documentation on the service in the delivery of duties as required. 7. To analyse University data and feedback to identify potential actions to enhance the student experience. 8. To support peer leaders and peer learning initiatives, using study skills expertise	
<u>Additional Duties</u> To demonstrate support for the University College's commitment to equal opportunities and its Dignity, Diversity and Equality Policy. To demonstrate support for the University College's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility. To undertake other activities identified from time to time commensurate with the level of the post.	

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<u>Requirement:</u>	<u>Essential:</u>	<u>Desirable:</u>
Education, Training and Qualifications	PGCert Ed or equivalent	
Skills and Knowledge	Engaging approach to the design and delivery of teaching Competence in administration Expertise in delivering technology enhanced learning Excellent communication, and presentation skills and an ability to convey both simple and complex information and academic concepts Excellent interpersonal skills to relate well to students and staff Excellent problem-solving skills Accurate word processing and data entry Effective time management skills	
Experience	Relevant employment experience.	Previous experience of working in HE Experience of working with students with specific learning needs
Personal Attributes	Professional conduct: the appreciation of the sensitivity and confidentiality in the post Excellent attention to detail Flexible and adaptable approach Commitment to providing a professional, responsive and high quality service to clients Commitment to own continuous personal and professional development	
Abilities	An ability to develop and use effective, flexible and innovative approaches to learning, teaching and assessment	

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	An ability to work independently and as part of a team An ability to develop and foster students' learning skills Ability to work as part of a team and build effective working relationships with a wide range of colleagues	
Other Requirements		

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**NB:** *The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.*

AECC University College is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith or sexual orientation.