

## Candidate Information

<b>Position:</b>	Learning Development Tutor
<b>School/Department:</b>	Education and Student Services
<b>Reference:</b>	23/110814
<b>Closing Date:</b>	Monday 24 April 2023
<b>Salary:</b>	£36,333- £43,155 per annum
<b>Anticipated Interview Date:</b>	Thursday 11 May 2023
<b>Duration:</b>	Permanent - Full Time

### JOB PURPOSE:

Joining an established teaching team, the Learning Development Tutor will be responsible for the development and delivery of academic skills support for undergraduate students. The post-holder will engage proactively with University Schools and services as part of the Learning Development Service's (LDS) commitment to the Education and Skills strand of Strategy 2030; identifying opportunities to enhance our offer to students via an annual School Engagement programme and services available in One Elmwood.

### MAJOR DUTIES:

1. Working as part of a teaching team, provide academic skills support to undergraduate students via a School engagement programme comprising online and in-person Canvas-based activities and workshops (e.g. on academic writing, research skills, assessment preparation, and other study skill areas).
2. To engage directly with undergraduate students in a one-to-one format as part of an appointment service available in One Elmwood, identifying learning skills and advising on a range of approaches and strategies to facilitate independent study.
3. In collaboration with academic colleagues and the LDS teaching team, develop and deliver academic skills resources and interactive content to support taught modules and student learning in the Canvas virtual learning environment.
4. To develop and maintain an effective interface between Schools and Learning Development Service by responding to queries, advising on support options and procedures, and signposting professional services in One Elmwood.
5. To attend weekly team meetings (e.g. Teaching team and Operations team) to share practice and contribute directly to the planning of work activities and strategic objectives.
6. To organise and manage an agreed portfolio of work, supporting the achievement of the service's strategic objectives.
7. To contribute to the Learning Development Service's commitments to initiatives on widening participation, retention, progression, equality and diversity.
8. To identify opportunities to promote and support staff engagement and relationship building across the University, e.g. by developing a community of practice with academic and professional service staff.
9. To undertake work on institutional projects and programmes, e.g. supporting the Personal Tutor Scheme.
10. To support evaluation of relevant LDS activities, working with colleagues towards the development of evidence-based practice for learning support.
11. Networking across the Higher Education sector, locally and nationally; representing LDS in professional settings.

### ESSENTIAL CRITERIA:

1. A degree or equivalent.
2. At least 3 years' full time equivalent experience within the last 6 years of:
  - Developing and delivering academic skills workshops and associated resources.
  - Delivering one-to-one academic skills support to adults in a Higher or Further Education context.
  - Developing innovative digital learning resources for University programmes.
  - Working as part of a team to deliver learning support programmes to University students.
3. Experience of developing and maintaining effective working and team relationships.
4. Experience of collaborative project work and evaluation.
5. Experience of using evidence to inform professional practice.

6. Experience of contributing to the strategic development of a Student Service.
7. Demonstrable understanding of the Higher Education sector; in particular, the issues surrounding learning and teaching and academic skills provision.
8. Ability to use a range of software packages e.g. Microsoft Office suite, for everyday work.
9. Ability to communicate and present in a clear and informed manner using negotiation, influencing, and problem-solving skills, as appropriate.
10. Ability to work in a professional manner and in accordance with the Core Values of the University.
11. Ability to plan, manage and prioritise multiple tasks with appropriate attention to detail and the ability to meet deadlines.
12. Commitment to a high standard of service for students, staff and external stakeholders.
13. Flexible approach to work patterns, including willingness to travel between campuses and nationally, as required.

**DESIRABLE CRITERIA:**

1. A relevant postgraduate qualification.
2. Experience of delivering student engagement/transition projects.
3. Experience of working in a similar role in Higher Education.