



New College Durham

## JOB DESCRIPTION

<b>Job Title:</b>	HE Academic Support Tutor
<b>Grade:</b>	Support Grade E
<b>Hours:</b>	37 hours per week
<b>Location:</b>	Framwellgate Moor Campus
<b>Department:</b>	HE Development Unit
<b>Accountable to:</b>	Head of HE Developments and Enhancement

### Job Purpose

To coordinate the development and provision of a range of academic support services for all higher education students across the College.

### Key Result Areas

- To liaise with the curriculum delivery, HE Personal Learning Coach, Advanced Learning Support Officer and LRC staff in order to develop and maintain a coordinated and comprehensive academic learning support service, which will include:
  - Study skills:
  - Essay writing, report writing, note-taking, revision techniques, academic referencing
  - Research skills:
  - Library/Internet search skills
  - Undertaking a literature search
  - Presentational skills
  - Critical thinking
- To work closely with the Learning Resources Manager to ensure that the available physical and digital information resources fully support the learning needs of HE students and staff;
- To work closely with the PLC (HE) to ensure that the pastoral needs of HE students are addressed where indicated thereby inculcating a proactive, responsive and



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sensitive service to meet the needs of HE students, whilst supporting the development of positive attitudes and relations;

- To develop discreet tutorial sessions and resources in order to deliver regular tutorials directly to individuals and groups of students providing a source of expertise and referral throughout the academic year;
- To contribute to the provision of staff development support for HE teaching staff;
- To contribute towards the College's Quality Assurance and Improvement procedures in respect of academic learning support services, particularly – but not exclusively – in the compilation, maintenance and analyses of students' reports by:
- Ensuring the effective implementation and utilisation of all systems of work (computerised and manual), providing information and statistics to support the updating of College reports and publications;
- To contribute towards the preparation of, and presentation at, internal and external agency quality events;
- To be a productive member of the College's HE Student Forum;
- To be a productive member of the College's Student Support and Tutorial Steering Group;
- To undertake any other duties commensurate with this role as determined by the Head of HE Developments and Enhancement/the Assistant Principal Curriculum Inclusion and Higher Education.

### **General Responsibilities**

- To promote the mission, vision and values of New College Durham;
- To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.;
- To engage with line manager in regular appraisals and performance reviews against agreed objectives;
- To be responsible for actively identifying own development needs;
- Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

### **Variation in the Role**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that as the College's work develops and changes there will be a need for



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adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **Equality and Diversity**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

## **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



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**Assessed by key:**

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages

**PERSON SPECIFICATION**

**Job Title:** HE Academic Support Tutor

Knowledge and Experience	Assessed By	Essential	Desirable*
Graduate qualification at level 6 (second class upper division or higher) or equivalent	1	✓	
Holding, or working towards, a recognised teacher training qualification	1		✓
Postgraduate Level 7 qualification	1		✓
English and Maths at level 2 (GCSE/O Level, Grade C or above) or equivalent	1	✓	
Relevant work experience in an academic setting	1		✓
A thorough understanding of developments in teaching and learning and HE, including an understanding of pedagogy	2	✓	
Excellent communication (written and oral), interpersonal, and presentation skills	4	✓	
A proactive and flexible approach; able to manage own workload with minimum supervision	2	✓	
Adaptable and resourceful in meeting complex demands from a range of stakeholders including academic and support departments	2	✓	
Commitment to ensuring the safeguarding of children and vulnerable adults	1	✓	

Skills	Assessed By	Essential	Desirable*
Ability to communicate ideas clearly and persuasively, both orally and in writing, explaining complicated matters simply, tailoring delivery methods and media to suit the students' needs and understanding	2	✓	
Ability to deliver effective embedded information literacy employing blended approaches, and confidence in delivering to small and large groups	3	✓	
Ability to maintain up to date knowledge of information services available, monitoring standards and levels of service constantly, adapting services and systems to ensure they meet customer needs	2	✓	
Proven motivational skills	2	✓	
Willingness to be flexible as the demands of the role require irregular patterns at key times of the year	2	✓	
Suitable to work with young people and vulnerable adults	2	✓	

\*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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