



North East
Better Health
at Work Award
Gold Award



HE Academic Support Tutor

External Vacancy

Post Ref 5905. £23,500 per annum. 37 hours, Temporary to 31 October 2018.

Sunderland College is looking to appoint an enthusiastic and qualified member of staff to provide academic support for higher education students who are experiencing difficulties in meeting the academic demands of studying at a higher level.

Successful applicants will be required to hold an upper second degree level or above and have English and maths at level 2.

Applicants must have a thorough understanding of developments in teaching and learning and HE, including an understanding of pedagogy.

Applicants must possess a good standard of verbal and written communication and must be able to work flexibly as part of a team.

For this post applicants should be able to demonstrate in their personal statement practical examples of how you fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who's suitably qualified.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by Wednesday 03 May 2017 at 5:00pm

It is anticipated that interviews will take place during the week commencing 15 May 2017

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is at present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description commensurate with your grade/level in the organisation after consultation with you.)

Post Title:	HE Academic Support Tutor
Post Reference:	5905
Department:	Directorate of Higher Education
Grade:	Spot - £23,500
Contract:	Full time, temporary
Location:	Any College Centre
Responsible to:	Director of Higher Education, Participation and Skills

JOB PURPOSE:

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

PRINCIPAL RESPONSIBILITIES:

1. To provide operational support for the organisation, management, exploitation, creation and promotion of academic study skills in order to support the teaching, learning and research activities of the College.
2. To ensure the services provided by the Directorate of Higher Education, Participation and Skills meets higher education curriculum requirements.
3. To promote innovation in the use of learning resources to benefit learning and teaching throughout the curriculum.
4. To enable and support higher education students and staff in the development and embedding of academic study skills

MAIN DUTIES:**1. Generic**

- 1.1 To make a significant and demonstrable contribution year-on-year to the advancement of college interests.
- 1.2 To discharge at all times allocated tasks and responsibilities in a positive, helpful and convivial manner, and to present and provide welcoming, supportive and professional services to all users at all times.

2. Specific

- 2.1. To liaise with the curriculum delivery and LRC staff, including attendance at Course Committees, 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
- 2.2. 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.
- 2.3. To work closely with the Director of Higher Education, Participation and Skills to ensure that the pastoral needs of HE students are addressed where indicated thereby inculcating a proactive; responsive and sensitive service to meet the needs of HE students, whilst supporting the development of positive attitudes and relations.
- 2.4. 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.
- 2.5. To contribute to the provision of staff development support for HE teaching staff.
- 2.6. 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 College reports and publications.
- 2.7. To contribute towards the preparation for, and presentation at, internal and external agency quality events.
- 2.8. To be a productive member of the College's HE Committee.

- 2.9. To undertake any other duties commensurate with this role as determined by the Director of Higher Education, Participation and Skills.
- 2.10. To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- 2.11. To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- 2.12. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.

Person Specification

Post Title HE Academic Support Tutor (**Post Ref: 5905**)

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude Excellent communication (written and oral), interpersonal, and presentation skills 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 Ability to deliver effective embedded information literacy employing blended approaches, and confidence in delivering to small and large groups 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 Proven motivational skills Willingness to be flexible as the demands of the role require irregular patterns at key times of the year	✓ ✓ ✓ ✓ ✓ ✓	
Qualifications and Training Educated to upper second degree level or above English and maths at level 2 (GCSE/O Level, Grade C or above) or equivalent Holding, or working towards, a recognised teacher training qualification Postgraduate qualification or degree	✓ ✓	✓ ✓
Experience A thorough understanding of developments in teaching and learning and HE, including an understanding of pedagogy Adaptable and resourceful in meeting complex demands from a range of stakeholders including academic and support departments A proactive and flexible approach; able to manage own workload with minimum supervision Relevant work experience in an academic setting	✓ ✓ ✓	✓

Disposition Proven ability to interact effectively with all members of the college community (staff, students and stakeholders) Flexible 'can do' approach to work Commitment to equality of opportunity To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. To uphold British Values, the college values and responsibilities with regard to equality and diversity. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	✓ ✓ ✓ ✓ ✓ ✓	
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