

JOB DESCRIPTION – STUDY SKILLS TUTOR

JOB TITLE: Study Skills Tutor
GRADE: IV
REPORTS TO: Head of Student Services
DIRECTORATE / DEPARTMENT: Student Experience / Student Services

PURPOSE

Based within the Directorate for Student Experience, Study Skills Tutors are responsible for the co-ordination and delivery of a range of activities which develop students' independent study and learning skills. 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 creative subject areas within the University.

Based within Student Services, the post holder will teach a range of academic development strategies and study skills to students on Prep HE, 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.

The post holder will be accountable to the Head of Student Services and will contribute to the effective learning of all students, whilst working strategically and operationally to enhance the student experience. The post holder will be expected to deliver high quality provision to students and to actively contribute to the activities of the wider Student Services section.

MAIN RESPONSIBILITIES

Specialist

- To undertake study skills teaching and tutorial responsibilities, implementing a range of inclusive teaching methodologies to provide appropriate support within the context of the University, enabling students to receive a high quality educational experience.
- 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.
- To utilise knowledge to provide advice and guidance to academic and professional service staff, promoting inclusive learning and teaching in accordance with University policies.
- To maintain accurate records in accordance with University requirements.
- To deliver service activities and teaching according to agreed standards, and identify areas for potential improvement, recommending these to the Head of Student Services in order to assist with the maintenance and enhancement of the quality of teaching and learning, and service delivery.
- 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' in order to ensure AUB achieves its Learning and Teaching strategic objectives.

- To undertake CPD as directed from time to time in order to maintain currency in innovative and inclusive teaching practices.

Student Experience

- To analyse University data and feedback to identify potential actions to enhance the student experience.
- To enhance the student experience through effective delivery of responsibilities in order to meet student expectations, and to support recruitment, retention and progression.
- To promote high levels of student performance and independence in accordance with University strategic aims and objectives regarding the student experience.
- To represent the University as directed from time to time in order to enhance the support to students and ensure the AUB achieves its strategic objectives.
- To engage with the wider University as required, supporting and representing the activities of the service and of Student Services.

Planning & Organisation

- To carry out the administration and organisation of a range of group workshops and individual or group tutorials.
- To contribute to Student Services' quality assurance systems and processes.
- To work with project teams / working groups to support the achievement of project objectives as may be required.
- To engage / comply with staff management processes, e.g. Staff Performance Reviews (SPRs).
- To maintain information and documentation on the service in the delivery of duties as required.
- To identify and implement improvements to the Study Skills service, taking account of student and staff feedback, changes to policy, strategy or the external environment.

General

- To undertake staff development appropriate to the post as may be identified and required from time to time, and in accordance with the University's Staff Development Policy.
- To observe and implement health and safety responsibilities as specified within the AUB's Health and Safety Policy.
- To demonstrate professionalism in the role as a representative of the AUB, incorporating AUB core values in the delivery of duties.
- To observe equality and diversity practices and procedures and promote equality of opportunity at all times.
- To observe and adhere to all AUB policies relevant to the role.
- To undertake such other duties as may reasonably be requested, including occasional weekend or evening work.

POST SPECIFIC INFORMATION

Within Student Services, the particular focus is on empowering students to develop the skills and awareness needed for successful learning and living. The mission of Student Services is to work in partnership with students and stakeholders to provide integrated services which support and enhance the student experience of the University.

Student Services provides a comprehensive and diverse support and advice service to all students at the University. This includes specialist services such as study skills support,

counselling, advice and support for disabled students, careers and employability advice, English language support, general advice on areas such as finance, accommodation, travel and general welfare, and Chaplaincy. The aim of the Section is to provide a seamless support/information service and a co-ordinated facility which is available from the point of initial enquiry.

Study Skills Tutors will be expected contribute to the enhancement of teaching, learning, and the development of students' independent study skills. Working within Student Services, the post holder will promote student progression, retention and achievement, motivating students to realise their abilities and ambitions through teaching that is inclusive, relevant, current and inspirational. Study Skills Tutors will assist students in meeting the requirements of a complex range of assignments, which include those in both studio-based and theoretical units, but will not supplement academic subject tuition.

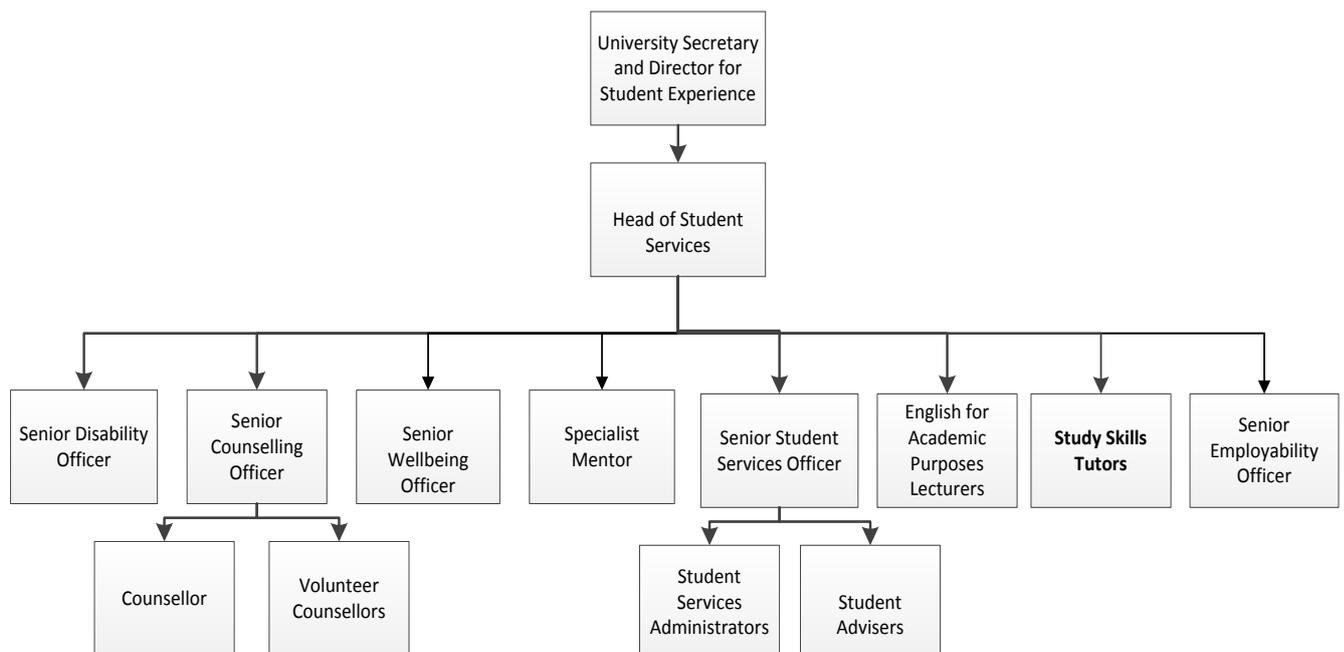
Study Skills Tutors are expected to show commitment to the service they are assigned to and to work with academic and professional service staff to ensure the effective delivery of high quality provision to students. Furthermore, they are expected to support the University's aim to develop employable graduates with a wide range of professional skills, enabling them to work in a commercial or artistic environment.

CONTACTS

Internal: Students – all levels; academic staff; professional service staff; colleagues on University committees

External: Relevant professional bodies and networks

ORGANISATION CHART



AUB BACKGROUND INFORMATION

Arts University Bournemouth is the leading HEI, passionate about its specialist subjects and dedicated both to education and the creative industries which it serves. We are one of the most successful and popular higher education specialists, with an excellent national and international reputation, committed to providing the highest quality, industry-relevant creative degrees. The University offers over 20 degrees in art, design, media and performance, as well as a range of short courses, a unique postgraduate programme, and bespoke services to business. We are proud of our creative community where staff and students share a passion for and a commitment to the disciplines of art, design, media and performance. The University offers a well-resourced contemporary environment underpinned by a culture of scholarly endeavour, excellent teaching and learning and subject-based research.

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POST: ADDITIONAL INFORMATION

A Study Skills Tutor post in higher education will have a high teaching and service delivery requirement. Teaching hours encompass all direct contact with students, in support of their learning. Teaching related duties include, but are not limited to, tutorial support, and group teaching. Study Skills Tutors should normally undertake 855 teaching hours per year (pro-rata for part-time staff).

OUTPUT EXPECTATIONS

Specialist

- Effective delivery of contact teaching, tutorial and pastoral responsibilities as evidenced, for example, in student feedback (e.g. NSS/SPS).
- Provides effective advice to academic and professional service staff, in accordance with University policies, liaising with relevant stakeholders as required.
- Effective planning for individual and group teaching sessions through well devised lesson plans and schemes of work.
- Effective production, delivery and maintenance of Study Skills documentation with regard to University requirements (e.g. accurate tutorial attendance records).
- Achievement of the UK Professional Standards Framework in accordance with Descriptor levels 1 - 2 (ref: <http://www.heacademy.ac.uk/ukpsf>).

Student Experience

- Seeks to enhance the student experience and high level performance through effective delivery of study skills, whilst complying with and applying appropriate standards of quality and regulations, leading to strong outcomes (as determined by, for example, peer observation, student feedback data).
- Ensures appropriate pastoral care through understanding of, and compliance with, relevant University policies and procedures (e.g. Code of Conduct and Safeguarding), liaising with other Student Services as appropriate in support of student wellbeing.
- Conducts effective analysis of University data to identify potential enhancements to the student experience.
- An active member of such University committees and groups as required by the line manager, forging effective working relations with internal contacts and ensuring the integration of the work of the service.
- Actively contributes to the work of the wider Student Services section, representing the section as required, and supporting the activities of other services.

Planning & Organisation

- Effective organisation, monitoring and review of the Study Skills service as evidenced through student / stakeholder feedback (e.g. SPS student satisfaction rates, peer observation); service evaluation (e.g. Annual Service Review, in depth analysis of service data).
- Effective application of Student Services quality standards in the course of the duties (e.g. annual reports).
- Supports delivery of agreed objectives to deadline and within budgets, prioritising work effectively and working autonomously.
- Contribution to / and completion of SPR and Annual Service Review processes in a timely manner, in accordance with annual processes.

- Effective performance in the role as evidenced in the SPR process, including reflection on peer observations and student data (e.g. SPS student satisfaction rates,), and service evaluation.
- All service information and documentation is maintained and up to date (e.g. accurate tutorial attendance records).
- Confidential information is kept secure and is only accessible by those who need it in the course of their duties (in accordance with the Data Protection Act).
- Applies knowledge of customer/user requirements, professional expertise and the working of the AUB, to identify where Study Skills service changes may be required, and implements these changes effectively.

General

- Participation in staff development activities as may be required from time to time, demonstrating learning in the work place as appropriate.
- Up to date with, conscious and aware of health and safety responsibilities, and complying with them, during employment at the AUB and in carrying out the duties of the post.
- Professional conduct: the appreciation of the sensitivity and confidentiality in the post; positive representation of the section in support of the University; demonstrates the person specification attributes.
- Up to date and compliant with equality and diversity responsibilities during employment at AUB and in carrying out the duties of the post.
- Familiarity with, and adherence to, AUB policies and procedures during employment at AUB and in carrying out the duties of the post.
- Demonstrates willingness and flexibility to take on such other duties as may reasonably be requested, including occasional evening or weekend work as required.