

PERSON SPECIFICATION

JOB TITLE

Study Skills Tutor

GRADE

IV

KNOWLEDGE AND UNDERSTANDING

ESSENTIAL / DESIRABLE

Understanding of study strategies and techniques relevant to PrepHE, undergraduate and postgraduate study

Essential

An awareness of the needs of students' ambitions in a specialist Arts institution

Essential

Knowledge of a student centred approach to learning and teaching, and the development of inclusive learning strategies

Essential

SKILLS AND ABILITIES

ESSENTIAL / DESIRABLE

Excellent organisational, administrative and MS Office skills

Essential

Ability to independently update professional / subject knowledge and skills

Desirable

Ability to work effectively in a team whilst being able to work independently

Essential

Good teaching skills

Essential

EXPERIENCE

ESSENTIAL / DESIRABLE

Experience and evidence of engagement with Student Services and Study Skills practices

Desirable

Experience and evidence of engagement with higher education

Desirable

Experience of teaching at secondary, FE or HE level

Essential

QUALIFICATIONS	ESSENTIAL / DESIRABLE
Post graduate qualification	Desirable
Honours Degree level qualification	Essential
PGCE or recognised teaching qualification	Essential
Higher Education Academy (HEA) Associate Fellow Membership (descriptor 1 and 2 level requirements), ref: http://www.heacademy.ac.uk/ukpsf . Essential within 2 years of appointment.	Desirable

BEHAVIOURS

Organisational and sector awareness

Demonstrates a considered understanding in these areas in the delivery of duties.

Customer Service

Positive and proactive focus and approach customer service, identifying and implementing ways to exceed expectations wherever possible.

Initiative and drive

An ability to take the initiative as required and apply a positive approach to completing duties.

Communication

Clear and effective verbal and written communication skills with colleagues (and students, where appropriate) consistently demonstrating the ability to adapt communication approach as appropriate.

Team supervision/management

An ability to supervise/manage staff and effectively performance manage with input from line manager, including the informal and formal resolution of issues.

Flexibility

Successfully adapts to the changing University environment and the varying priorities of the job.

Time management

Achieves deadlines and balances workload priorities by effective decision making, prioritisation and planning, escalating issues where appropriate.

Resource Management

An ability to effectively manage a small scale budget(s).