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**JOB DESCRIPTION**

**POST:** Study Development Tutor

**POST REF:** SE/WDV07

**DEPARTMENT:** Directorate of Student & Staff Services/Student Success & Engagement Team

**HOURS:** Term time only (35 weeks)

**GRADE:** 5

**REPORTING TO:** Study Development Team Leader

**SUPERVISORY RESPONSIBILITY**

**JOB PURPOSE:**

Promote student independence in their learning by delivering skills based study development support to students through developmental workshops, small group tutorials and short term one to one interventions. The role will also involve to working with academic staff to embed support within programmes.

**DUTIES AND RESPONSIBILITIES:**

1. To encourage students’ independence in learning by devising and delivering a range of empowering skills based interventions to support students’ study development including developmental workshops, small group tutorials and some individual one to one work. This will cover, but is not limited to, critical thinking, time management, note-making, reading strategies, assignment planning and other related academic conventions.
2. To independently interpret and appropriately respond to educational psychologists’ reports and be able to design, plan and deliver appropriate study development programmes for students with specific learning difficulties.
3. To prepare and deliver a range of appropriate study skills materials and resources across a range of mediums (e.g. factsheets, digital learning) and to promote the use of assistive technology in study development.
4. To provide appropriate study development advice to students with additional learning support requirements e.g. Dyslexia, ADD, ADHD, Cerebral Palsy, Dyspraxia, Autistic spectrum and Mental Health difficulties
5. To liaise with the Disability Advice Team and with academic and administrative staff in Schools in order to support student’s study development needs. To work in collaborative partnership with colleagues on development activities to support study development and curriculum delivery particularly in reference to the Inclusive Learning, Teaching and assessment Framework.
6. To be responsible for maintaining appropriate records relating to student interventions delivered and relevant follow-up actions. To supply reports and statistics as required and to participate in the evaluation of Study Development Team and other quality enhancement activities
7. To keep up-to-date with new developments in relation to legislation, research, assessment, assistive technology and general study development support in order to contribute to the development of innovative student success programmes for students with specific learning difficulties.
8. To create an inclusive environment that welcomes and supports all students
9. Any other duties such as project work which may be commensurate with the post.

plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained
* Ensure compliance with relevant legislation and statutory codes of practice, as advised
* Participate in the arrangements for performance review and appraisal.
* Ensure all University policies are implemented within the remit of this post

**HEALTH & SAFETY**

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Post holders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

**PERSON SPECIFICATION**

**POST TITLE:** Study Development Tutor   
 **DEPTARTMENT:**  Student Success & Engagement Team, Student Services

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

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| **REQUIREMENTS**  The postholder must be able to demonstrate: | **ESSENTIAL (E)**  **DESIRABLE (D)** | | **MEASURED BY:**  A Application form  I Interview  T/P Test/Presentation | |
| **EDUCATION/TRAINING**  *(Academic, vocational/professional and other training)* | | | | |
| Degree qualification | | **E** | | **A** |
| Relevant qualification in supporting people with specific learning difficulties. | | **D** | | **A** |
| Teaching qualification | | **D** | | **A** |
| **KNOWLEDGE & EXPERIENCE**  *(e.g. report writing, office experience, Microsoft office)* | | | | |
| Experience of working with students on study development in an HE/FE environment on a one to one basis and in groups  Experience of delivering skills based workshops across a wide range of areas using different teaching strategies  Effective oral and written communication skills and a high level of literacy  Excellent knowledge of specific learning difficulties and relevant assessment procedures.  Familiarity with specialist assistive technologies and their application in a learning context.  Excellent presentation skills and ability to design learning materials to support group sessions.  Experience in the use of MS Office applications.  Knowledge of requirements of academic study, including pressures and issues faced by adult learners in HE/FE.  Understanding of how diversity issues may impact on student needs. | **E**  **E**  **E**  **D**  **E**  **E**  **E**  **E**  **E** | | | **A**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A**  **A/I**  **A/I** |
| **SKILLS/ATTRIBUTES**  *(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)* | | | | |
| Good communication and interpersonal skills**.**  Ability to handle confidential and sensitive information.  A flexible approach to working patterns, good time management skills and an ability to prioritise workload.  Ability to main appropriate records.  Excellent interpersonal skills and a capacity to work effectively in a team.  An enthusiastic, creative approach and a commitment to improving outcomes for students  Commitment to the highest professional and ethical standards. | | **E**  **E**  **E**  **E**  **E**  **E**  **E** | | **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I** |
| **BEHAVIOURS**  Behaviours will be tested at interview against the Contribution Framework (available on the recruitment web site under Our Culture & Values - Values & Principles) [www.yorksj.ac.uk/values-and-principles](http://www.yorksj.ac.uk/values-and-principles) | | | | |
| Leading myself and others  Delivering a great service  Taking a professional approach  Working together as a team | **E  E  E  E** | | | **I  I  I**  **I** |
| **SPECIAL FEATURES**  (e.g. Travel, DBS) | | | | |
| Ability to work by prior arrangement at weekends. | | **D** | | **I** |