

# JOB DESCRIPTION

**POST:**  Academic Student Education Tutor (ASET), 1 Year Fixed Term

**REF:** TBC

**DEPARTMENT:** London Campus

**GRADE:** 6

**REPORTING TO:** Student Support and Guidance Manager and Deputy Associate Dean/s

**SUPERVISORY RESPONSIBILITY:** N/A

# JOB PURPOSE:

The Academic Student Experience Tutor (ASET) roles have been designed to ensure the quality of teaching, learning and academic experience of each student is embedded across both curricular and extra-curricular learning. These are exciting new roles designed to bridge academic and professional service teams to enhance the student academic experience. As such, they will be part of both the professional service team and academic team/s at the London Campus. The ideal candidates will be resilient, capable of navigating complex environments and committed to facilitating the successful engagement of all students.

There will be three ASET’s in the first instance, two will work with the Business, Management and Healthcare Management students, and one will work with the Computer and Data Science students. All posts will support with the year-long Top Up Degrees (TUD’s) (BA (Hons) Global Business Management, BSc (Hons) Business and Computing and BSc (Hons) Computer Science and the Applied Research Projects. The role holders will also participate in the ethics committee, supporting the processes for the review and approval of research proposals, ensuring compliance with ethical standards and regulations, maintaining detailed records of committee activities.

The TUD’s are new courses that will be launched over the next two years and each one includes psychometric testing, coaching and reflective practice embedded into the curriculum. All post holders will be critical to the delivery of these aspects of the courses and in supporting students to develop successfully on a personal and professional level, ensuring continuation, attainment and progression. There are two student intakes per year in September and February and the student cohort for each course will include a mixture of home, mature and international students.

# DUTIES AND RESPONSIBILITIES:

1. Design, deliver and support student development activities and provide in classroom support, ensuring that each student’s journey is enriched, and their potential is maximised.
2. Along with the trained academics and professional service staff, be responsible for overseeing and delivering the psychometric testing and coaching aspect of each of the TUD’s and supporting students with their reflective practice throughout the duration of the programme.
3. Be responsible for supporting students and staff to access and interact with the available digital systems (I,e., Pebblepad, Moodle, Handshake) to support with coaching, pastoral care, career development and reflective practice in a way that promotes student confidence to engage more effectively with the curriculum enhancing the student experience.
4. Be a key contact between the academics and professional service teams - including Student Welfare and Support, Campus Operations, Careers, Employability and Enterprise - to support the success of the TUD’s.
5. Participate in programme delivery, notably: Involvement in induction; seminar support; assisting with group work, practical assessments (including presentations).
6. Support both face-to-face and on-line study including facilitating: Reflection; the undertaking of personal development; effective learning skills; directing students to resources and learning portals.
7. To assist the academic team/s to review and monitor students' engagement, attainment and progression to stay up-to-date on effective practice that supports positive outcomes and to design and deliver interventions with students requiring extra support.
8. Working closely with the academic team to provide both 1:1 and group tutoring for TUD students.
9. Provide pastoral support to maximise each student’s engagement with their programme.
10. Contribute to campus events, including wellness, equality and inclusion, and culturally themed activities, to promote a community feel and cohesive culture amongst staff and students.
11. Engage in appropriate professional development activities relating to coaching, psychometric assessments, teaching, learning and assessment.
12. Maintain and foster the high reputation of the University in all settings.
13. Any other reasonable duties as required by the post holders line manager/s.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* 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. Postholders 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:** Academic Student Experience Tutor (ASET)

**SCHOOL / DEPARTMENT:** YSJ London Campus

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

## Education & Training

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| First Degree or occupational experience in a relevant field | Essential | Application |
| Recognised teaching or assessment qualification or willing to work towards one | Essential | Application / Interview |
| Coaching qualification and experience or willingness to work towards one | Essential | Application / Interview |

## Knowledge & Experience

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Knowledge & experience of effective facilitation and mediation in a learning and teaching environment | Essential | Application / Interview |
| Excellent verbal and written communication skills including the ability to interact effectively across different teams | Essential | Application / Interview |
| Ability to prioritise and manage multiple tasks, prioritising effectively to ensure an excellent service delivery | Essential | Application / Interview |
| Experience of supporting learning within a diverse Higher Education environment | Essential | Application / Interview |
| Experience of working with academics and professional services staff with demonstrable experience of building positive working relationships with multiple stakeholders | Essential | Application / Interview |
| Experience of teaching and/or tutoring | Desirable | Application / Interview |
| Knowledge of ethics standards and research integrity guidelines | Desirable | Application / Interview |

## Skills & Attributes

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application / Interview |
| Proactive solution focused problem-solving abilities with a positive attitude | Essential | Application / Interview |
| Effective facilitation, coaching and mediation skills | Essential | Application / Interview |
| Coaching and Mentoring skills | Essential | Application / Interview |
| Excellent verbal and written communication skills including the ability to engage and interact with a variety of stakeholders | Essential | Application / Interview |
| Ability to manage time effectively and work autonomously | Essential | Application / Interview |
| Effective and engaging presentation skills | Essential | Application / Interview |
| Efficient Word, Excel and PowerPoint skills | Essential | Application / Interview |
| Experience of small-scale research projects  | Desirable | Application/ Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

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| --- | --- |
| **Self-Assured**  | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

Must be able to manage your own schedule across a number of site locations and York campus

Must have access to access to transport

This role is field based and will require regular out of hours working, evenings and occasional weekends