



Job Description & Person Specification	
Post title: Academic Skills Tutor	Post No: 551036
School or Department: LLR – Academic Engagement Team: Learning and Teaching	Date created:
Grade: G	Hours per week: 37
Fixed term end date (if applicable):	
Other requirements of the role:	
Immediate line manager: Academic Engagement Manager: Learning and Teaching	
Title & Grade of posts line managed by postholder: None	

Job purpose: Contribute to the overall remit of the Academic Engagement Team: Learning and Teaching by providing academic skills support (including maths and statistics) to students.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder’s line manager:

1. Prepare, facilitate and deliver workshops appropriate for university students
2. Facilitate drop in and 1-1 academic skills appointments and support sessions (including maths and statistics)
3. Source and create resources, including interactive learning materials and online tutorials, appropriate to HE students
4. Contribute to the promotion of the service by presentations, networking and, as part of a team, developing marketing materials
5. Maintain e-learning resources in NOW, the NTU VLE
6. Contribute to the development and support of Student Mentors
7. Contribute to the evaluation of the effectiveness of the support provision and implement improvements where necessary
8. Support the marketing and promotion of the service to academic staff and students

Special requirements:

1. We envisage that the role will be based across our service and so you may be required to support students on more than one campus.
2. In response to service demands occasionally work outside of normal working hours

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<p>Good understanding of the pedagogical issues associated with learning, teaching and supporting learners</p> <p>Good understanding of ways of facilitating 1-1 sessions for learners</p> <p>Good understanding of how to facilitate workshop type learning</p> <p>Excellent standard of written English</p> <p>Understanding of Maths and Statistics, including A Level syllabus or maths appropriate for first year students at university, including relevant software packages such as SPSS, Minitab and R Studio</p>	<p>Issues associated with students' transition into higher education and starting university</p>
Skills	<p>Highly organised, capable of working independently</p> <p>Ability to write instructional materials in a clear accessible manner</p> <p>Excellent IT skills</p> <p>Excellent verbal communication including listening and problem-solving skills</p> <p>Ability to reflect upon and learn from own experiences</p>	<p>Collaborative and collegiate team player</p> <p>Ability to work effectively within and across teams</p> <p>Demonstrate a positive attitude towards change and adapt to new situations</p>
Experience	<p>Experience teaching academic skills content to others, including maths and statistics</p>	<p>Experience of developing interactive learning materials and online tutorials, appropriate to HE students</p>
Qualifications	<p>Educated to Degree level</p>	<p>Teaching or training qualifications</p> <p>Degree that required a significant proportion of essay and academic writing</p> <p>TEFL/TESOL qualifications</p>

Competencies

Essential Competencies	Desirable Competencies
<p>Organisation & delivery Takes account of organisational priorities to ensure that operational and strategic plans are being implemented and achieved - Level 3</p> <p>Customer focus Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction – Level 2</p>	

<p>Communicating and influencing Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments - Level 2</p> <p>Team working Contributes to team development, seeking and testing improvements to the team's outputs/service - Level 2</p> <p>Making informed decisions Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken – Level 2</p>	
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[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by Head of Academic Engagement and Academic Engagement Manager: Learning and Teaching
