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**Faculty of Business & Law**

**Faculty Office**

**ACADEMIC LEARNING SUPPORT TEAM LEADER**

**ZZ601600**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full Time

Permanent

Salary is in the range £35,845 to- £39,152 per annum. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

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There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.**The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Academic Learning Support Team Leader |
| **Grade:** | 7 |
| **Faculty/Centre:** | Portsmouth Business School |
| **Responsible to:** | Associate Dean (Students) |
| **Responsible for:** | Faculty Study Support Tutors |
| **Effective date of job description:** | May 2021 |

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| **Purpose of Job:** |
| To develop and coordinate the academic skills development and support activities within Portsmouth Business School and provide a high quality service to students. |

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| **Key Responsibilities:** |
| 1. Manage the day-to-day activities of the Study Support Centre, including negotiating the scheduling of academic staff duties and organising diagnostic tests and remedial sessions. 2. Promote and publicise (including where appropriate, outside the University) Academic Skills activities to encourage student participation. 3. Responsible for the acquisition and maintenance of the physical resources of the Study Support Service. 4. Generate and analyse data relating to the Study Support team, and provide relevant information to other University Faculties and departments, and to publish reports and articles on Study Support Activity. 5. Engage in the collection of feedback, primarily from student users of the Study Support Service, and other activities to evaluate and enhance the quality of the provision. 6. Liaise and network with staff from other institutions whose work may be of relevance to the functioning of the Study Support Service, and, where feasible, seek funding from external agencies for the support of activities. 7. Develop and provide additional and customised skills development support through the Faculty Study Support team in response to requests from academic staff and students. 8. Assess the skills needs and achievements of individuals and groups, and organise and deliver programmes of skills development and learning support to students on an individual or group basis within established frameworks. 9. Monitor the effectiveness of the support and track the progress of students who have received additional support and provide accurate and timely reports to the Associate Dean (Students). 10. Coordinate the day-to-day activities of the Faculty Study Support Tutors, ensuring relevant training is undertaken as required for the role. 11. Contribute to the teaching and related academic support activities of Portsmouth Business School. 12. Undertake scholarly activities in order to maintain the currency and relevance of the curriculum and any learning support activities. 13. Carry out all duties in compliance with University policies and procedures, including those relating to health and safety, equal opportunities and anti-discrimination. 14. Undertake such other duties as may reasonably be required by the Head of Department and / or Associate Dean (Students). |

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| **Working Relationships:** |
| Faculty Learning Support Tutors  Online Course Developers  Academic Staff within the Faculty  Associate Dean (Students)  Academic Skills Unit within DCQE  Department for Employability  Department/Faculty Support Staff  Faculty Librarians |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expertise in Business Education | E | AF, S |
|  | Knowledge of relevant aspects of study skills methods | E | AF, S |
|  | Knowledge of Personal Development Planning (PDP) | E | AF, S |
|  | Experience of working or studying with a virtual learning environment | E | AF, S |
|  | Experience of delivering directly to students whose first or preferred language is not English | D | AF, S |
|  | Experience of teaching in HE or FE | D | AF, S |
|  | Experience of delivering to students who have specific learning needs | D | AF, S |
|  | Knowledge of how people learn | D | AF, S |
|  | Experience of academic administration | D | AF, S |
|  | Experience of curriculum development | D | AF, S |
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| **2.** | **Skills & Abilities** |  |  |
|  | Proficient, accurate and confident in using Microsoft Office | E | AF, S |
|  | Excellent numeracy skills | E | AF, S |
|  | Excellent oral, written and IT skills | E | AF,S |
|  | Excellent Presentation Skills | E | AF, S |
|  | Excellent Communication and Interpersonal skills | E | AF, S |
|  | Team leadership and management skills | E | AF, S |
|  | Excellent writing and proofreading skills | E | AF, S |
|  | Ability to plan, organise and prioritise workloads | E | AF, S |
|  | Good problem solving skills | E | AF, S |
|  | Ability to work in a multicultural, international environment | E | AF, S |
|  | Ability to carry out course administration and course management duties | E | AF, S |
|  | Ability to motivate students | E | AF, S |
|  | Mentoring and Counselling Skills | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Graduate with qualifications in a relevant subject area | E | AF |
|  | Postgraduate graduate qualification in relevant subject area | D | AF |
|  | Training and Development qualification | D | AF, S |
|  | Teaching Qualification | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Committed to Education and teaching | E | AF, S |
|  | Enthusiastic and student-centred | E | AF, S |
|  | Empathetic to the needs of students | E | AF |
|  | Able to maintain confidentiality, and motivate others | E | AF |
|  | Ability to work on own initiative and with minimum supervision | E | AF, S |
|  | Ability to work to tight deadlines | E | AF |
|  | Prepared to teach in the evening | E | AF, S |

**Legend**

Rating of attribute: D = desirable; E = essential; E/D = essential/desirable depending on specific academic skills to be supported:

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini- bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify)  x  DBS check | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Zoe Dann |
| **Date** | 21 May 2021 |
| **Extension number** | 4827 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given