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**Faculty of Science**

**Faculty Office**

**Learning Support Tutor**

**ZZ004141**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £28,982 - £32,600 per annum and progress to the top of the scale is by annual increments payable on 1st September each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 August 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 there are a further five bank holidays.

The first 12 months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed. The University of Portsmouth reserves the right to extend your probationary period, if, in its opinion, circumstances so require. Evidence of meeting the UK Professional Standards is a condition of employment and is normally achieved through successful completion of an appropriate University of Portsmouth learning and teaching programme as agreed with your Head of Department before the end of the probationary period. During your probationary period your employment may be terminated by the University of Portsmouth on giving a written notice of one month.

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

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below):

|  |  |  |
| --- | --- | --- |
| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced academic staff |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

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.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

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

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Learning Development Tutor |
| **Grade:** | 6 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | Faculty of Science |
| **Position Reference No:** | ZZ004141 |
| **Cost Centre:** | 44050 |
| **Responsible to:** | Associate Dean (Students) |
| **Responsible for:** | N/A |
| **Effective date of job description:** | August 2017 |

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| **Purpose of Job** |
| To provide high quality learning and skills support and development to students under guidance  To contribute to the sourcing, production, evaluation and enhancement of learning support and development materials in a variety of media.  To provide specific support and development opportunities to students transitioning from FE to HE from a range of educational backgrounds (academic, vocational, international etc). |

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| **Key Responsibilities** |
| 1. Provide support to colleagues engaged in teaching and contribute to the planning of teaching programmes and resources. 2. Respond to requests from academic staff and students to provide additional and customised skills development support. 3. Assess the skills needs of individuals and groups. 4. Deliver programmes of skills development and learning support to students on an individual or group basis. 5. In liaison with relevant professional services, provide support to students in the development of generic (e.g. study skills, numeracy and the use of basic statistics, examination preparation and techniques, time management skills, IT skills, presentation skills, information skills, using sources, citation, referencing and plagiarism) and specific skills relevant to the role (e.g. English Language skills, transition from FE to HE) as identified. 6. Assess the achievements of groups and individuals. 7. Work within defined boundaries and signpost students to specialist support (Academic skills unit, additional support and disability advice, English for Academic purposes, Maths Café, Counselling Service) as required. 8. Identify gaps in resource availability and under guidance research and contribute to the development and evaluation of high quality resources including online learning materials. 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. Reflect on own practice, keep up to date in specific areas of learning support and teaching methodology and engage in staff development appropriate to the role. 11. Work in liaison with other learning support tutors, Lecturers and Online Course Developers, and appropriate. 12. Carry out all duties in compliance with University policies and procedures, including those relating to health and safety, equal opportunities and anti-discrimination. 13. To undertake such other duties as may be required by the Associate Dean (Students).   **Additional expectations of the role holder**  In line with the faculty aims and objectives, the role holder is required to:   1. Plan, prioritise and organise their own workload. 2. Communicate, liaise and network with relevant others, ensuring effective working relations. 3. Attend meetings when required providing relevant and timely information, in order to aid decision making. 4. Solve problems that may occur which require solutions involving some creativity. 5. Collect, collate, interpret and analyse data. 6. Follow a formal programme of training, development and assessment and meet the UK Professional Standards Descriptor Level 1 within 12 months of commencing employment. 7. Participate in and contribute to a performance and development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims. 8. Undertake and other duties as required by the Line Manager. |

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| **Working Relationships** |
| Other Learning Support Tutors in the Faculty and the University  Online Course Developers / Senior Online Course Developers  Academic Staff within Schools/Departments  Associate Dean (Students)  Academic skills unit with DCQE Department of Employability  Department/Faculty staff  Faculty Librarians |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** | | |
| 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 either FE or HE | E | 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 supporting students transitioning to HE (from FE and with a varying range of study backgrounds) | E | AF, S |
| Knowledge of subject area of English language and linguistics | E | AF, S |
| **2.** | **Skills & Abilities** | | |
| Proficient, accurate and confidence in using Microsoft Office | E | AF, S |
| Excellent literacy and numeracy skills | E | AF, S |
| Excellent presentation skills | E | AF, S |
| Ability to plan, organise and prioritise workloads | E | AF, S |
| Excellent communication and interpersonal skills, including the ability to work in a team | E | AF, S |
| Excellent writing and proofreading skills | E | AF, S |
| Good problem solving skills | E | AF, S |
| Ability to work in a multicultural, international environment | E | AF, S |
| **3.** | **Qualifications Education and Training** | | |
| Relevant Good (first/2.1) Degree | E | AF, S |
| Training and Development qualification | D | AF, S |
| Teaching Qualification | D | AF, S |
| **4.** | **Other Requirements** | | |
| Ability to work on own initiative and with minimum supervision | E | AF, S |
| Ability to work on tight deadlines | E | AF |
| Empathetic to the needs of students | E | AF |
| Able to maintain confidentiality, and motivate others | E | AF |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (to include interview, test, 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.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, 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 (including lone working) | √ | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Line Manager/Supervisor to sign below:**

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| **Signed** | J Oakley |
| **Name (block capitals)** | Jason Oakley |
| **Date** | August 2017 |
| **Extension number** | 3540 |

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.