



**Faculty of Business and Law**

**Faculty Office**

**LEARNING SUPPORT TUTOR**

**ZZ004070**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range £29,799 to £33,518 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 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.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post. The University of Portsmouth reserves the right to extend your probationary period, if, in its opinion, circumstances so require. 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):

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| --- | --- | --- |
| 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 with substantive teaching and learning responsibilities |
| 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.

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 mustbeyour 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.

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 Support Tutor |
| **Grade:** | 6 |
| **Faculty/Centre:** | Business and Law |
| **Department/Service** | Faculty Office |
| **Position Reference No:** | ZZ004070 |
| **Responsible to:** | Study Support Lead/ Associate Dean (Students) |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2017 |

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| **Purpose of Job:** |
| To provide high quality learning and skills support to students under guidance.  To contribute to the sourcing, production, evaluation and enhancement of learning support materials in a variety of media. |

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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. Under guidance, assess the skills needs of individuals and groups. 4. Under guidance, deliver programmes of skills development and learning support to students on an individual or group basis within established frameworks. 5. In liaison with relevant professional services, provide support to students in the development of generic academic skills (e.g. examination preparation & techniques, time management, presentation, essay structure and academic writing skills). 6. Deliver skills sessions and individual tutoring, on academic skills, at partner colleges, to aspiring University of Portsmouth students. 7. Under guidance and within established frameworks, assess the achievements of groups and individuals. 8. Under guidance, to provide feedback on progress to individuals and groups, including assessment feedback. 9. Work within defined boundaries and refer students to specialist support (Academic Skills Unit, Additional Support and Disability Advice, English for Academic Purposes, Maths Cafe, the Wellbeing service as required. 10. Identify gaps in resource availability and under guidance research and contribute to the development and evaluation of high quality resources including online learning materials. 11. 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). 12. Work cross faculty providing academic skills support to students from the Faculty of Technology, by arrangement. 13. 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. 14. Work in liaison with other support tutors, lecturers and online course developers, as appropriate. 15. Carry out all duties in compliance with University policies and procedures, including those relating to health and safety, equal opportunities and anti-discrimination. 16. To undertake such other duties as may reasonably be required by the Head of Department or 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 any other duties as required by the Line Manager |

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| **Working Relationships:** |
| Learning Support Tutors  Associate Dean (Students)  Online Course Developers  Academic Staff within Schools/Departments  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** |  |  |
|  | 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. | E | AF, S |
|  | Experience of teaching in Further Education | D | AF, S |
|  | Experience of delivering to students who have specific learning needs | D | AF, S |
|  | Knowledge of how people learn | D | AF, S |
|  | Knowledge of business and/or legal skills | D | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Proficient, accurate and confident in using Microsoft Office | E | AF, S |
|  | Good 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 |
|  | Practical business and language skills | E | AF,S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Relevant Good (first/2.1) Degree | E | 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 to tight deadlines | E | AF |
|  | Empathetic to the needs of students, especially international students | E | AF |
|  | Able to maintain confidentiality, and motivate others | E | AF |
|  | Work effectively in a team | E | AF,S |
|  | To be willing to work in college and school locations and across faculties. | E | AF, S |
|  | To be willing and able to travel between locations to deliver sessions and tutorials. | E | AF, S |
|  | To be willing to undergo Disclosure and Barring Service (DBS) checking. | E | AF |

**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, 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 Ha****zar****d In****formation**](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) | X | 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) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Zoe Dann |
| **Date** | June 2017 |
| **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.