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**Faculty of Humanities and Social Sciences**

**Institute of Criminal Justice Studies**

**Workplace Tutor – Assessor**

**ZZ005902**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £30,942 – £34,804per annum and progress to the top of the scale is by annual increments payable on 1 September each year. 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.

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 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | **Workplace Tutor-Assessor** |
| **Grade:** | 6 |
| **Faculty/Centre:** | Faculty of Social Sciences / Institute of Criminal Justice Studies |
| **Position Reference No:** | ZZ005902 |
| **Responsible to:** | Director of Professional Education Programmes, ICJS |
| **Responsible for:** | N/A |
| **Effective date of job description:** | August 2019 |

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| **Purpose of Job:** |
| The Workplace Tutor/Assessor is responsible for the monitoring of students on the Police Constable DA and Degree Holder Entrant Programme (DHEP). This will encompass supporting learner achievements, progression and retention through regular review meetings, ensuring that engagement with learning is compliant with Education & Skills Funding Agency funding rules. Supporting to students will include study support and the preparation and of their end point assessment (EPA).  To contribute to the identification, production, evaluation and enhancement of learning support materials in a variety of media.  To work collaboratively with tutors-assessors, student workplace supervisors and police training staff from police force partners. |

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| **Key Responsibilities:** |
| Student Workplace Specific (DA and DHEP)   1. Support students to achieve their apprenticeship, within the University procedures that ensure appropriate funding compliance rules. 2. Scheduling, planning and undertaking regular tripartite reviews with the apprentice and their line manager, to track progress against plans and manage any issues that arise, and ensuring actions are followed up in a timely manner. Recording visits on the University’s electronic student records and tracking platforms. 3. Support Apprentices and their line managers in applying and evidencing knowledge, skills and behaviours (KSBs) in the workplace. Resolution of any challenges that may arise. Making appropriate referrals to the relevant support services as required. 4. Support Apprentices and line managers in using the University’s e-portfolio software and help develop good practice and drive improvements in consultation with the Apprentice’s manager.   General   1. Provide support to teaching staff and contribute to the planning of teaching programmes of study and appropriate student support 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 course delivery frameworks. 5. In liaison with relevant professional services, provide support to students in the development of generic skills (e.g. study skills, numeracy, use of basic statistics, examination preparation & techniques, time management skills, IT skills, presentation skills, information skills, using sources, citation, referencing & plagiarism). 6. In liaison with relevant professional services, provide student support for the development of specific skills relevant to the role (e.g. English Language skills, statistical packages, higher level mathematical skills, subject specific practical skills). 7. Under guidance and within the course delivery frameworks, assess the achievements of groups and individuals and provide formative and summative feedback on progress to individuals and groups. 8. As appropriate to role, to refer students to specialist University central support (Academic Skills Unit, Additional Support and Disability Advice, English for Academic Purposes, Maths Cafe, Well-Being Service) as required. 9. Identify gaps in resource availability and, under guidance, research and contribute to the development and deployment of high-quality resources including online learning materials. 10. 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 relevant Course Leader. 11. Reflect on own practice, keep up to date in specific areas of learning support through personal scholarship and engage in staff development appropriate to the role. 12. Work in liaison with other Workplace Tutor-Assessors, Teaching staff, Online Course Developers, and Course Leaders as appropriate. 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. To undertake such other duties as may reasonably be required by the Director of Professional Education Programmes. 15. To ensure the University standards are met and in compliance with confidentiality and data protection policies. 16. On occasion and in line with operational needs to be available:   To work different hours including evenings;  To travel to other student workplaces and other campuses as necessary. |

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| **Working Relationships:** |
| Workplace Tutor-Assessors  Teaching Staff  Course Leaders  Online Course Developers  Director of Professional Education Programmes  Associate Heads (Academic, Students)  Head of Department  Academic Skills Unit  Subject Librarians |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge of relevant aspects of academic study skills methods | E | AF, S |
|  | Knowledge of Personal Development & Planning (PDP) | E | AF, S |
|  | Experience of supporting students, or studying a formal programme of studies, within a virtual learning environment | E | AF, S |
|  | Experience of supporting 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 |
|  | Knowledge of statistical analysis techniques (e.g. SPSS) | E1/D | AF, S |
|  | Knowledge of a subject area of English language and linguistics | E2/D | AF, S |
|  | Knowledge/Experience of delivering business and/or legal skills development | E3/D | AF, S |
|  | Knowledge of Apprenticeship standards, their delivery and student achievement in an education and work-based setting. | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Proficient, accurate and confident in using Microsoft Office | E | AF, S |
|  | Excellent numeracy skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S, P |
|  | Ability to plan, organise and prioritise own workload | 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 |
|  | Quantitative research methods skills | E1 | AF, S |
|  | Practical business and or legal skills | E3/D |  |
|  | High level mathematical skills | E4 | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Relevant degree (at least 2:1) | E | AF, S |
|  | Training qualification | D | AF, S |
|  | Teaching qualification or a willingness to undertake the University’s academic development programme. | E | AF, S |
|  | EFL Qualification | D2 | AF, S |
|  | Professional Assessor Award, or currently working towards, or membership of Professional Body. | 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 | E | AF |
|  | Able to maintain confidentiality, and motivate others | E | AF |

**Legend**

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

1 Quantitive research methods / 2 English language skills / 3 Business/legal skills / 4 Mathematical skills

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

**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) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | JULIAN PARKER-MCLEOD |
| **Date** | 25/09/2019 |
| **Extension number** | 3795 |

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.