Faculty of Humanities & Social Sciences
School of Criminology & Criminal Justice

Work Based Tutor
ZZ007613

Information for Candidates

THE POST

Please see the attached job description and person specification.

TERMS OF APPOINTMENT

Full-time
Fixed term

Salary is in the range from £33,348 - £37,386 per 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.

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.

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.

For information on how to find our campus and the navigation of buildings (including accessibility), please see https://www.accessable.co.uk/university-of-portsmouth (click on the Access Guides tab at the top of the page, and then click on "view all access guides".

Job Title:	Work Based Tutor
Grade:	6
Faculty/Centre:	Faculty of Humanities & Social Sciences
Department/Service: Location:	School of Criminology & Criminal Justice St. George's Building
Position Reference No:	ZZ007613
Cost Centre:	43027
Responsible to:	Director of Professional Education Programmes, SCCJ
Responsible for:	N/A
Effective date of job description:	July 2021

Context of Job:
The Work Based Tutor/Assessor is responsible for the monitoring of students on the Police Constable Degree Apprenticeship (PCDA) 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. Support to students will include study support and the preparation 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.

Key Responsibilities:
Student Workplace Specific (PCDA and DHEP)

- Support students to achieve their apprenticeship, within the University procedures that ensure appropriate funding compliance rules.
- Scheduling, planning and undertaking regular tripartite reviews with the apprentice/DHEP student 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.
- Support Apprentices/DHEP students 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.

- Support Apprentices/DHEP students 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 Responsibilities:
- Provide support to teaching staff and contribute to the planning of teaching programmes of study and appropriate student support resources.
- Respond to requests from academic staff and students to provide additional and customised skills development support
- Under guidance, assess the skills needs of individuals and groups.
- Under guidance, deliver programmes of skills development and learning support to students on an individual or group basis within course delivery frameworks.
- 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).
- 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).
- 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.
- 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.
- Identify gaps in resource availability and, under guidance, research and contribute to the development and deployment of high-quality resources including online learning materials.
- 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.
- 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.
- Work in liaison with other Workplace Tutor-Assessors, Teaching staff, Online Course Developers, and Course Leaders as appropriate.
- Carry out all duties in compliance with University policies and procedures, including those relating to health and safety, equal opportunities and anti-discrimination.
- To undertake such other duties as may reasonably be required by the Director of Professional Education Programmes.
- To ensure the University standards are met and in compliance with confidentiality and data protection policies.
- 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.

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

2. PERSON SPECIFICATION

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 data analysis techniques	E	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
	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	E	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	D	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
	NPPV check is required	E	AF, S

Legend
Rating of attribute: E = Essential; D = Desirable
Source of evidence: AF = Application Form; S = Selection Programme (Including Interview, Test, Presentation)

What is security vetting?

Vetting is intended to ensure that employees/applicants have not been involved in espionage, terrorism, sabotage or actions intended to overthrow or undermine parliamentary democracy by political, industrial, violent or other means; and that they have not been a member of, or associated with, any organisation which has advocated such activities; or has demonstrated a lack of reliability through dishonesty, lack of integrity or behaviour.

The process assures that employees and applicants will not be subject to pressure or improper influence through past behaviour or personal circumstances. Vetting also reduces the risk of unauthorised disclosure or loss of sensitive police information.

Who needs an NPPV check?

Employees who will have access to APTEM and academic staff teaching on PCDA and DHEP programmes.
Staff who have physical or remote access to police premises and information will be assessed in terms of their reliability and integrity. The appropriate level of check is NPPV Level 2(abbreviated) if employees have access to police premises and access to police information.

How long is this check valid for?

NPPV level 2 (abbreviated) clearance will be valid for up to 3 years and will be renewed after the relevant time.

A level 2 (abbreviated) check will include:
- Confirmation of entitlement to reside and work in the UK
- Identify as well as spouse, partner and co-habitee/co-residents
- Known associates living at the same address
- Police National Computer
- Police National Database
- Internal and external criminal intelligence
- Violent and Sex Offenders Register (ViSOR)
- Professional Standards Check
- Special Branch (local police checks)
- Counter Terrorist Check may be applied where appropriate

JOB HAZARD IDENTIFICATION FORM

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 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, welding fume)	☐
2. Manual Handling (of loads/people)	☐	14. Working at height	☐
3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers)	☐	15. Working with sewage, drains, river or canal water	☐
4. Genetically modified Organisms	☐	16. Confined spaces	☐
5. Noise > 80 DbA	☐	17. Vibrating tools	☐
6. Night Working (between 2200 hrs and 0600 hrs)	☐	18. Diving	☐
7. Display screen equipment	X	19. Compressed gases	☐
8. Repetitive tasks (e.g. pipette use, etc)	☐	20. Small print/colour coding	☐
9. 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:

Name (block capitals)	Julian Parker-McLeod
Date	6 Aug 2019
Extension number	023 9284 3795