

# Job description & person specification

*Last updated: December 2019*

## JOB DESCRIPTION

Post title:	Pre-sessional Academic Skills Tutor		
Post number:	LN00-PST2		
Academic Unit/Service:	Academic Centre for International Students, Humanities		
Career pathway:	ERE	Level:	4
Posts responsible to:	Director of Pre-sessional Programmes, Head of Department		
Posts responsible for:	No direct supervisory responsibility		
Post base:	Office-based		

Job purpose	
To deliver the Pre-sessional Academic Skills programme, supporting students to develop vital independent study skills and learning strategies. To support and guide the students' academic achievement and progression, in preparation for their undergraduate and postgraduate programmes.	
Key accountabilities/primary responsibilities	% Time
1. Deliver the Pre-sessional Academic Skills curriculum, (covering skills such as time management, effective research skills, active learning strategies, critical thinking skills, essay planning, exam strategies, feedback and reflection) ensuring that all aspects of delivery meet required standards and learning objectives. This includes using the University Virtual Learning Environments to communicate with students and support learning through the uploading of learning materials.	75%
2. Provide effective oral and written feedback to students on their progress.	5%
3. Attend weekly team briefings, and any other meetings that may be required. Fully attend the induction programme prior to the start of the course.	5%
4. Work effectively as a team member with other tutors and course leaders, implementing changes where requested to ensure best practice is maintained.	5%
5. Ensure that regular and accurate administrative records are maintained.	5%
6. Demonstrate good practice in teaching and learning in line with that of the university. Attend and actively participate in continuing professional development sessions as required	3%
7. Any other duties as allocated by the line manager following consultation with the post holder	2%

Internal and external relationships (including nature and purpose of relationships)
Work as part of the academic Pre-sessional team in cooperation with professional services.

## PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge & experience	<p>PhD or equivalent professional qualifications and experience</p> <p>Experience of student-centred academic skills delivery, ideally in a UK higher education context</p> <p>Experience of providing effective feedback</p> <p>Educated to degree level in a subject related to Language Learning or Education Pedagogy</p> <p>Practical experience of applying academic skills in own academic development</p> <p>A high level of English language proficiency</p> <p>High level of digital literacy and an understanding of its application to teaching and learning</p> <p>Willingness to undertake course training as required by the post</p>	<p>A DELTA or postgraduate degree associated with English language teaching/ Applied Linguistics</p> <p>Experience using interactive technologies to facilitate and enhance student learning, including blogging, vlogging and vidcasting</p>	Application and interview
Planning & organising	<p>Ability to plan and organise own workload, maintain accurate records and meet deadlines</p> <p>Ability to work under pressure</p>		Application and interview
Problem solving & initiative	<p>Ability to work independently, creatively, to use initiative, and to innovate</p>		Application and interview
Management & teamwork	<p>Ability to work professionally and effectively as part of a large team in a large shared environment</p> <p>Willingness to cover colleagues</p>		Application and interview
Communicating & influencing	<p>Strong interpersonal communication skills</p> <p>Ability to engage enthusiasm of students</p> <p>Ability to communicate new and complex information effectively to students and to adapt approach to take into account cultural differences and individual needs</p> <p>Ability to direct students to relevant university support services as appropriate</p>		Application and interview
Other skills & behaviours	<p>Understanding of the importance of respecting diversity in the workplace</p> <p>Maintenance of professional approach towards relations with colleagues and students</p>		Application and interview
Special requirements	<p>Willingness to travel between, and to work from or at, any site at which the university may provide services</p> <p>Attendance and fulfilment of duties for the entirety of the contract, including the induction period</p>		Application and interview

## JOB HAZARD ANALYSIS

### OFFICE-BASED POST

If this post is an office-based job with routine office hazards (e.g.: use of VDU) no further information needs to be supplied.

### NON-OFFICE BASED POST

If this post has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below.

## - HR will send a full PEHQ to all applicants for this position.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (e.g.: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs. twa)			
## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
<b>EQUIPMENT/TOOLS/MACHINES USED</b>			
## Food handling			
## Driving university vehicles (e.g.: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (e.g.: strimmers, hammer drill, lawnmowers)			
<b>PHYSICAL ABILITIES</b>			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (i.e.: steps, stools, ladders, stairs)			
Fine motor grips (e.g.: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
<b>PSYCHOSOCIAL ISSUES</b>			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			