

JOB DESCRIPTION

Job Title: Study Support Tutor

Reporting to: Head of Access to Learning

Salary: Daily Rate £200 per 6 hour session

While the actual number of sessions for which the Study Support Tutor will be engaged will depend on demand, it is expected that the post-holder will need to provide in the region of two sessions per week over 30 weeks of the academic year. Further sessions may be available by mutual agreement.

This is initially a one year appointment pending a review of the delivery of student support in the Art School due to the impending retirement of key personnel, following which a permanent position may be available.

Main purpose of the role

- To deliver specialist one to one support for students who have registered with Access to Learning in the context of Art School policies and procedures;
- To provide up-to-date knowledge, expertise and experience of supporting Neurodiversity in Further and Higher Education, to inform and develop Access to Learning (AtL).

Duties and responsibilities

- To prepare for and deliver study support to students studying on the various courses at the Art School;
- To work as part of the AtL team, under the direction of the Head of Department, participating in AtL meetings and planning;
- To undertake administration in relation to monitoring and reporting on attendance, completion of records and other tasks associated with the role;
- To maintain reasonable, effective and efficient communication with the Head of Department, other colleagues and students (including through the use of the Art School's Moodle site);
- To work with colleagues to ensure a safe working environment for students and staff;
- To have a commitment to continuous professional development in relation to study support;
- To undertake health and safety responsibilities appropriate to the role;
- To have a commitment to the Art School's Learning and Teaching Strategy and Strategic Plan.

The following duties may also be scheduled as part of an annual contract

- To deliver appropriate staff development and training activities in relation to Access to Learning

- To participate in staff development activities as set by the Art School and/or Head of Department.

Where a Tutor is contracted for more than 33 days in an Academic year they will be required to participate in the Individual Performance Review process that includes completion of a reflective review on their own practice, together with a 1 to 1 review meeting with their line manager (usually the Head of Department).

If the tutor is contracted for less than 33 days another form of review can be agreed between the line manager and sessional tutor.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards students, members of staff, visitors or members of the public. The post holder should also counteract such practice or behaviour in others by challenging and reporting it.

Note: This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following consultation.

Key Reference documents (available on the Art School Staff Moodle site)

- Staff Support and Development Handbook
- Staff Professional Code of Conduct
- Access to Learning Moodle documents
- Art School Policies
- Relevant Student Handouts, Briefs and Guidelines as they relate to students accessing support