



### **Job Description**

<b>Job Title:</b>	Personal Academic Tutor
<b>Salary Band:</b>	Band 3
<b>Working Hours:</b>	Full Time Fixed-term Contract

#### **Overall purpose/accountabilities:**

Provide Personal Tutoring support to enable students to achieve their full personal and academic potential.

Working in collaboration with the Principal Lecturer (Academic Development) and the Study Skills Team, providing tutoring support to ensure the personal and academic development of students through targeted intervention meetings and plans.

Support the development and implementation of University targets in terms of Teaching & Learning metrics and goals that are aligned to the strategic aims and objectives of the University of Sunderland in London (UoSIL).

Deliver and champion excellent customer service to all stakeholders at all times.

#### **Reporting lines:**

This post reports to the Principal Lecturer (Academic Development)

#### **Committee Membership**

Student Staff Liaison Committee (SSLC)  
Assessment Boards

#### **Staff reporting to this job:**

None

#### **Main duties:**

Provide subject specific advice to students face to face and in online setting, regarding both formative and summative assessment feedback and how the feedback can advance their academic progression.

Work collaboratively with Programme Managers and Student Services (especially Student Administration and Student Engagement teams) to provide a coherent and stimulating Student Journey experience whilst at UoSIL.

Provide accurate advice and support tutees in their academic lecturers and the programme delivery and in their studies including, for example, special circumstances, disciplinary or appeal matters.

Meet and communicate with tutees regularly as specified in the University Personal Academic Policy and respond promptly to a request for contact or support or provide an alternative point of contact when unavailable.

With support from the Principal Lecturer (Academic Development), develop and implement a student reach out plan to existing students to establish constructive and supporting working relationship.

Provide support where appropriate to Programme Managers and Services for Students to identify students who need additional support to complete their academic studies.

Follow the progress of tutees throughout their journey with the University of Sunderland in London. Working closely with the Study Skills Team and other services for students, identify and implement appropriate intervention strategies to support on-going learning.

Working with Services for Students department, support students in the development of employability ambitions, their Employment Development Plan (EDP) and their professional development. Playing an important part in the development of the University Graduate Attributes within the students.

Attend Assessment Boards, Student Staff Liaison Committees to provide background data and information related to the non-academic issues for students contributing to the quality of student journey and student experience.

Operate and monitor as required the University Student Engagement systems – Engage, Compass and SITS, and contribute to the appropriate keeping of student records

Collaborating with Services for Student team actively participate in student induction introducing Personal Tutoring to establish early links with new students.

Signpost tutees with respect to the UoSIL Student Services: Student Engagement, Gateway, Study Skills, Library, Health and Wellbeing, etc. and provide them with references.

Identify and participate in continuous professional development as appropriate.

Promote and encourage the practice of the University's equality and diversity principles in contacts with all staff, students and partners and promote corporate values through all streams of the role.

Commitment to the effective delivery of an excellent student experience to all learners and incorporating our corporate values throughout all streams of service delivery.

Any other duties commensurate with the nature of the job, as determined by an appropriate manager.

The roles and responsibilities outlined below is not an exhaustive list, but to provide guidance on the main aspects of the post as well more specific requirements for each part of the role.

**Special factors:**

This role may require flexible working hours including working from home, if required.

**Person Specification**

<b>Essential</b>	<p><b>Qualifications</b></p> <p>Degree or equivalent professional qualification in Business Management or Tourism or Health and Social Care.</p>
	<p><b>Experience</b></p> <p>Experience of working within Higher Education, requiring an understanding of academic curriculum, assessment feedback, teaching and learning approaches.</p> <p>Proven experience of collaborating with programme leaders and student support services to effectively support students in their journey.</p> <p>Proven experience of engagement with extracurricular activities within a Higher Education institute and of engaging in cross-faculty or University activity, which fosters both quality student experience, and key employability skills in students.</p> <p>Experience of the academic assessment feedback in the HE sector.</p> <p>Record of engagement with Student Union representatives.</p>
	<p><b>Skills &amp; Attributes</b></p> <p>Ability to engage and build confidence in students with regard to personal and academic ability to pursue academic studies.</p> <p>Ability to communicate and meet with students in a multiple of communication methods, including online platforms, and with a flexibility that matches the suitability and needs of the students.</p> <p>Ability to use a variety of software packages, e.g. Word, Excel, Mahara.</p> <p>Ability to network, initiate contact and build relationships with academic and support staff to enhance engagement with them for the benefit of students.</p> <p>Proven understanding of professional, statutory and regulatory frameworks within the context of delivering Undergraduate and Postgraduate programmes within Higher Education.</p> <p>Proven knowledge and understanding of policies and procedures regarding Learning and Teaching and Personal Tutoring.</p> <p>A meticulous approach to the scrutiny of academic documentation.</p>
<b>Desirable</b>	<p><b>Qualifications</b></p> <p>Membership of a relevant professional body</p>
	<p><b>Experience</b></p> <p>Previous experience of working on committees in relation to the development of academic development as part of the student experience.</p>

	<p>Knowledge of the student journey processes leading to final degree awards</p> <p>Ability to understand and use digital platforms to gather information to support student choices.</p>
	<p><b>Skills &amp; Attributes</b></p> <p>Demonstrable skills in recognising and anticipating programme-related issues that may affect student engagement and performance.</p> <p>Knowledge of the University Student Engagement systems – Engage, Compass and SITS.</p> <p>Proven familiarity with standardised and innovative learning approaches that could assist student engagement and learning both inside and outside of the classroom environment.</p>

**DATE CREATED: 12<sup>th</sup> June 2020**



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