BISHOP GROSSETESTE UNIVERSITY

**JOB DESCRIPTION**

**Title of Post:** Learning Development Tutor

**Grade:** SPS Grade 6

**Responsible to:** Head of Learning Enhancement

**Job Summary:**

To lead, develop, and deliver, an innovative and responsive holistic approach to learning development, empowering a diverse range of students to achieve their maximum academic potential.

**Main responsibilities:**

1. To design, plan, manage, teach record and review a pro-active multi-strategy programme of learning development responding to students across the University.
2. To support the learning needs of students, delivering sessions which are engaging and support students to achieve their full potential. in tutorial, small group and large group settings, define appropriate learning objectives and ensure that content, methods of delivery and learning materials are sensitive to individual and/or generic learning needs and contexts and encourage students to engage.
3. To provide tutorials (both face to face and online) for individuals and small groups of students centred on developing academic writing and academic practices in order to enable more effective independent learning. This includes developing students’ ability to engage in critical and rational thinking and the provision of formative feedback on draft assignments.
4. To collaborate effectively with subject tutors in identifying, evaluating and enhancing opportunities for learning development within academic programmes, including planning and teaching in lectures and workshops as appropriate.
5. To develop creative learning and teaching resources for use both online and face to face by students and staff supporting students with their academic progress.
6. To deliver inspiring, research-led CPD sessions to academic and professional support staff to develop best practice in the area of learning development.
7. To consult with the Study Skills Tutors and liaise with other relevant colleagues to identify and support students with Specific Learning Differences (SPLDs).
8. To play a key role in supporting academic and professional support colleagues in the development of appropriate pedagogical initiatives, resources and training to support transition into HE, widening participation, and pre-sessional activities for both home and international students.
9. To keep up to date with and contribute to current scholarship and research related to Learning Development, and to engage with relevant professional networks and raise the University’s external profile.
10. To take responsibility for regular review and updating of the University’s Handbook for Written Coursework, liaising with academic staff, and responding to queries from staff and students with regard to referencing.
11. To attend and contribute to relevant groups and committees as appropriate.

**PERFORMANCE MONITORING AND REVIEW**

1. To attend appropriate training and staff development sessions, and participate in an annual appraisal process.

**HEALTH AND SAFETY**

1. To comply with the University’s Health and Safety Policy, legislation and practice.

**GENERAL**

1. To maintain professional standards in relationships, including non-discriminatory practices.
2. To operate within the guidelines, procedures and regulations of the University.
3. To operate within the University’s Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant University Policies.
4. To undertake any other duties as may reasonably be required.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education/**  **Qualifications, and Experience** | A good honours degree or equivalent  Experience of teaching/working in a Learning Development context in Higher Education | Fellowship of the Higher Education Academy  A higher degree |
| **Specific Knowledge and Skills** | Awareness of the current Higher Education context and key issues for the provision of academic support and learning development in the sector  Knowledge and experience of learning, teaching and assessment, in small groups, one-to-one teaching, and confidence in presenting to large groups of students and colleagues  Commitment to meeting learner needs and a positive approach to learning development  Knowledge of and creative responses to the requirements for successful study at HE level  Excellent problem solving skills | Experience of collaborating with academic teams |
| **Personal Attributes** | Commitment to a student-centred approach to service delivery  Commitment to the principles of equality of opportunity  Excellent communication and interpersonal skills  Ability to work well in a team  Self-motivated and able to respond under pressure  Dynamic and innovative |  |