

Specialist Study Skills and Strategy Support Tutor

Job Ref: REQ200799

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

Student Wellbeing and Inclusivity Team (SWAI) provides support, advice and guidance to students with a range of disabilities and emotional needs. The Specialist Study and Strategy Support Team, which is part of SWAI, delivers 1:1 specialist study and strategy skills to students with a neurodiverse profile. The support offered is student centered and designed to respond to the individual's needs.

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

- To plan and deliver individualised 1:1 specialist study and strategy sessions for students experiencing a range of neurodiverse profiles including dyslexia, dyspraxia, A(D)HD and Autistic Spectrum Conditions, alongside cooccurring mental health and wellbeing issues.
- To provide specialist professional activity in support of the service in conjunction with a team of colleagues.
- To provide advice and guidance, where necessary and appropriate, on complex yet routine matters to colleagues to ensure appropriate support is accessible for neurodiverse students.

Job Duties

- In collaboration with the student, use analysis and judgement from Diagnostic Assessment reports and/or Disabled Students Allowance (DSA) Needs Assessment reports, to identify specific development requirements.
- To plan and deliver individual study skills tutorials based in the above.
- To implement a range of multi-sensory and metacognitive strategies to facilitate independent learning.
- To regularly review and adapt individual workplans, in collaboration with the student.
- To monitor and maintain accurate and auditable records to support the individual student's learning and development.
- To deliver practical application of specialist assistive technology available to support neurodiverse students, and to encourage students to use their own packages effectively as part of their repertoire of study and strategy skills.
- To work within internal University and SWAI guidelines and protocols, and external DSA-QAG policies and procedures. This includes working within codes of practice and regulations relevant to this role.
- To liaise with colleagues within SWAI to facilitate holistic and appropriate support for neurodiverse students.

- To keep up to date with developments in the field of neurodiverse support for HE students in line with the needs for quality assured membership of a professional body.
- To have and maintain, up-to-date quality assured membership of a DSA recognised professional body which includes, but is not limited to, ADSHEE, PATOSS, Dyslexia Guild and BDA.
- To contribute to the planning of future service developments within the role and the wider service.
- Other duties in keeping with the spirit of the post as directed by the Practice Lead.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Study Support and Strategy Practice Lead.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Assessment Centre/Presentation

3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of planning and delivering 1:1 specialist study support to students in Higher, Further or Secondary Education for neurodiverse profiles and any cooccurring mental health and wellbeing issues.	1,2,3
	Significant experience of analysing and interpreting diagnostic evidence and assessment reports to develop and deliver individual learning plans for students in Higher, Further or Secondary Education.	1,2,3
	Experience of incorporating and teaching multisensory and assistive software skills within a 1:1 specialist study and strategy support session.	1,2,3
Skills and Abilities	Excellent written and IT skills, including understanding Microsoft Office packages.	1,2,3
	Excellent interpersonal skills	1,3
	Ability to work independently and collaboratively within a busy team of professionals.	1,3
	Ability to maintain accurate and auditable records which adhere to DSA-QAG and University guidelines and protocols.	1,3
	Knowledge of the practical application of specialist assistive software available for neurodiverse students.	1,3
	Working knowledge of legislation in relation to data protection and the Equality Act (2010) and its application in a Higher Education setting.	1,3
Qualifications	A teaching qualification or working towards. e.g. PGCE, PGGCHE, PGCAP, QTS, Cert Ed, DTTLS, ATSBDA, AMBDA.	1
	A postgraduate qualification in a neurodiversity specialism.	1
Other	Membership of a professional body e.g. ADSHE, PATOSS, Dyslexia Guild & BDA.	1
	Commitment to anti discriminatory practice.	1
	Able to adopt a flexible approach to working patterns.	1,3
	Understanding and commitment to the social model of disability.	1,3
	Punctual and reliable.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of delivering 1:1 study and strategy support sessions remotely.	1,3
	Experience in tutoring students working at undergraduate and postgraduate levels.	1,3
Qualifications	Meet the DSA's Mandatory qualifications requirement for Specialist one-to-one Study Skills and Strategy Support - Autism Spectrum Conditions (ASC).	1,3
	A postgraduate qualification in a related area such as mental health, wellbeing or mentoring.	1,3
Other	Able to adopt a flexible approach to working patterns.	3

Conditions of Service

The four positions are casual and zero hours on Management and Specialist Grade 6. A salary of £32 per hour (incorporating holiday pay and market supplement) will be offered, but salary is to be confirmed on offer of appointment.

Applications

The closing date for receipt of applications is **13 December 2020. Interviews will be held on Friday 8 January 2021 via Microsoft Teams.**