

Job Description: Professional Service Positions

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| **College/School:** | Student Life |
| **Job Title:** | Specialist Study Skills Tutor: SpLD and ASC |
| **Department/Subject:** | Specialist Study Skills Service – Inclusive Student Support Services |
| **Salary:** | £39,355 -£45,413 per annum |
| **Hours of work:** | Zero hours |
| **Contract:** | Fixed term |
| **Location:** | This position will be based at the Singleton/Bay Campus/St Davids Park |

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| **Introduction** | To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology. |
| **Background information** | This is an exciting opportunity for a flexible, student-focused professional to work as part of the Inclusive Student Support Services’ Specialist Tuition team.  The post holder will be required to provide one- to-one specialist tuition to students with SpLDs, ASC, AD(H)D, mental health conditions, medical conditions and other support needs.  The role requires an independent, enthusiastic and suitably qualified professional who is able to deliver effective and integrated support to students. |
| **Main Purpose of Post** | **Teaching and Learning**   1. Provide non-subject specific one-to-one tuition to students with complex Learning Difficulties, Autistic Spectrum Condition and other disabilities. 2. To support allocated students on a one-to-one basis with the practical impact of their disability on their academic experience 3. To deliver focused interventions to build confidence and motivate students to attend their timetabled sessions and undertake the independent study required to complete their programme of study. 4. Use a range of multi-sensory strategies to facilitate independent learning and support students to identify individual learning preferences and strengths, reflected in an Individual Learning Plan (ILP). 5. Have a good working knowledge of the assistive technology available to support students with disabilities and assist them in using these packages effectively. 6. To have knowledge and appreciation of the range of interventions, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide additional support for students with disabilities to encourage independent learning. 7. Contribute to service development activities, including the design and delivery of training and resources, as instructed by Manager.   **Organisation and Administration**   1. Effectively manage a student caseload as allocated by the Service and maintain regular contact with the Specialist Tuition Coordinator and Senior Tutor, including a schedule of availability. 2. Conduct first appointments with students, completing ILPs as requested. 3. To fully utilise electronic systems as instructed (including CRM) to maintain comprehensive records of student contact and tuition notes for quality assurance and audit purposes. 4. To fully utilise the Connect system as instructed and within agreed timeframes to allow prompt payment and invoicing.   **Liaison and networking**   1. Communicate with students, academic staff and professional support staff (as appropriate) and keep the Senior Tutor/Service Manager informed regarding students’ progress. 2. Work collaboratively with colleagues within Specialist Tuition, ISSS and across the University to enhance the student experience. |

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|  | **Professional Development**   1. Comply with DfE/SLC mandatory training requirements and maintain professionally qualified status. 2. Keep abreast of broader developments within the area of Specialist Tuition and disability across the Higher Education Sector. 3. Maintain and extend current knowledge of:    * developments in all relevant legislation and good practice in this specialist field.    * best practice in supporting students with a wide range of complex disabilities, particularly SpLDs and ASC but also mental health difficulties, developmental disorders and medical conditions.    * best practice in learning and teaching for students (especially, but not limited to students with disabilities) 4. To attend in-house training and staff meetings when required. |
| **General Duties** | 1. Promote equality and diversity in working practices and maintain positive working relationships. 2. Fully engage with the University’s Performance Enabling and Welsh Language policies. 3. Conduct all activities within the University’s environmental requirements as set out in its Sustainability Policy and Environmental Management System, in order to minimise individual and departmental impact. 4. To ensure that risk management is an integral part of any decision making process, by   ensuring compliance with the University’s Risk Management Policy.   1. Any other duties as directed by the Head of Service or their nominated representative expected within the grade definition. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values  - [Professional Services Values](http://www.swansea.ac.uk/the-university/world-class/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional**  We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality  **We Work Together**  We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care**  We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |

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| **Person Specification** | **Essential Criteria:**  **Values:**   * Demonstrable evidence of taking pride in delivering professional services and solutions * Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers * Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience   **Qualification:**   * Educated to degree level and holding a recognised teaching qualification. * Professional qualifications SpLD OCR 5, OCR 7, AMBDA or equivalent. * Membership to a DfE/SLC approved professional membership body, such as PATOSS, BDA, ADSHE, or DG. * DfE/SLC registered for Specialist one-to-one Study Skills and Strategy Support – Specific Learning Difficulties (SS-SPLD). * DfE/SLC registered or working towards registration for Specialist one-to-one Study Skills and Strategy Support – Autism Spectrum Conditions (SS-ASC) meeting the new requirements: * Autism and ADHD in Higher Education: Recognising and addressing the barriers through Non-Medical Helper (NMH) Mentoring and Study Skills Strategies. * Optimum Student Support NON-MEDICAL HELPER (NMH) SKILLS TRAINING COURSE: Mentoring and Study Skills and Strategy Support for autistic and ADHD students in HE   [The up-to-date matrix for the above can be found here: [nmh-qualifications-matrix-july2023-updated-sept-23.pdf (slc.co.uk)](https://www.practitioners.slc.co.uk/media/1991/nmh-qualifications-matrix-july2023-updated-sept-23.pdf)].  **Experience of:**   * Providing one-to-one support to students with SpLDs and ASCs in a Higher Education setting. * Teaching and learning through a range of teaching methodologies, using appropriate materials and resources from a range of subject areas, to enhance students’ learning opportunities. * Liaising with a wide range of staff and students with a view to building relationships and developing a best practice service to enhance the student experience. * Finding creative solutions to problems through flexibility and adaptability.   **Knowledge and Skills:**   * Knowledge and understanding of a range of assistive software packages used in Higher Education and their application to teaching and learning. * Excellent organisational, administrative and time management skills. * Good level of IT literacy with experience of using Microsoft Office applications. * A high level of awareness of boundary issues which arise during work in this context and of other ethical and professional issues. * Good understanding of current legislation relevant to disabled students. * Knowledge and understanding of mental health conditions and medical conditions. * Possess sufficient depth of specialist knowledge for the role and be prepared to develop further skills in relevant teaching methods and techniques.   **Desirable Criteria:**   * Ability to conduct day-to-day communication through the medium of Welsh. * Ability to conduct one-to-one specialist tuition sessions through the medium of Welsh. |
| **Additional Information** | **Enquiries:**  Kristina Addis- NMH Manager- [k.e.addis@swansea.ac.uk](mailto:k.e.addis@swansea.ac.uk)  **A satisfactory DBS certificate must be provided before a start date is confirmed** |

  