

JOB DESCRIPTION

POST: Academic Skills Adviser offering Peer Assisted Learning Support

DATE: November 2017

POST NO: STU-B88

FACULTY: Student Services

STARTING DATE: As soon as possible

SALARY RANGE: Grade 6 - £27,285 to £32,548 per annum, pro rata
(Actual salary - £13,527.37 to £16,136.67 per annum)

HOURS: 23.5 hours per week, 36 weeks per year

INDEFINITE/FIXED TERM: Indefinite

REPORTING TO: Head of Student Academic Support

THE POST

The post of Academic Skills Adviser is based within the thriving Academic Skills support team at the University of Winchester. The post-holder's main duties are to provide academic skills support to a range of University students, helping them to meet the challenges of university study. This will include assisting students to find solutions to questions about essay-writing, presentations, exam preparation and other academic activities through one-to-one appointments and occasional generic and tailored group workshops. The post-holder will also share duties associated with maintaining and developing the SMART Buddy academic peer mentoring programme and will assist in supervising the team of paid Academic Skills Mentors.

In addition, the post-holder will assist their line manager in the introduction, development and progression of the Peer Assisted Learning scheme for individual programmes. The post-holder will assist in the recruitment, training and supervision of PAL leaders and will also develop support resources for the scheme.

MAIN DUTIES AND RESPONSIBILITIES

- To support students through one-to-one appointments by helping them to evaluate and enhance their existing skills.
- To encourage and foster students' self-reliance.
- To design and deliver generic and tailored workshops during which he/she will liaise with academic staff and engage students in a group situation by facilitating an environment which is dynamic, inclusive and conducive to learning.

- To assist in the development of new materials including online and distance learning resources.
- To work with other members of the Academic Skills team to develop peer led learning schemes including the selection, interviewing and recruitment of Academic Skills mentors and the recruitment of mentees.
- To assist in the training and supervision of Academic Skills mentors to ensure they are well-equipped for the mentoring role.
- To assist in the recruitment and selection of PAL leaders, e.g. lecture visits, developing promotional materials and reviewing applications.
- To assist the planning and co-delivery of leader training and ongoing leader development opportunities, e.g. undertaking debriefs and staff observations.
- To take responsibility for a group of PAL leaders, acting as adviser and first point of contact for session ideas and any identified issues and challenges.
- To liaise with relevant academic course contacts when needed.
- To liaise with academic and administrative staff to help facilitate the logistical elements of PAL implementation, e.g. effective timetabling, room bookings and promotion at the start of each semester and throughout the year
- To participate in triage as required.
- Any other duties as may be reasonably required.

General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

CONDITIONS OF SERVICE

The appointment will be made at Grade 6, currently £27,285 to £28,936 per annum (pro rata as appropriate) and annual incremental progression within this range. An upper range of £29,799 to £32,548 per annum, pro rata as appropriate will be available (again with incremental progression) to those who, having gained considerable experience relevant to the role, are able to demonstrate added value through activities or contribution which are over and above the normal expectations for the role. Starting salary will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 23.5 per week, 36 weeks per year (term time), to be worked between the hours of 8.30am and 5.30pm, Monday to Friday, by agreement with your Line Manager.

The calculation of the salary is based on 40.7 paid weeks, 36 working weeks plus 4.7 paid leave weeks (inclusive of statutory Bank Holidays and University discretionary days). On completing five years' service prior to the commencement of a leave year on 1 August, paid

leave weeks are increased to 5.4. The annual leave is calculated based on a full time entitlement of 24 days per annum, plus Bank holidays and two extra statutory days.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

Candidates shortlisted for interview will be asked to give a presentation on the following topic:-

A group of students have requested a session on academic writing style and writing a critical paragraph. Create a 10 minute presentation, to be electronically delivered, which:

- a) Discusses a rationale for your plan
- b) Delivers a short tutorial on how to construct a critical paragraph

This will be followed by a short question and answer session.

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last three columns on the Person Specification (labelled A, I and P) indicate how each attribute is assessed.

A = application form, I = interview, P = presentation

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P
<u>EDUCATION/TRAINING</u>					
Degree or suitable qualification in Academic Skills	X		X		
<u>EXPERIENCE</u>					
Experience of teaching academic skills or key skills to adults or secondary school students	X		X	X	
Experience of teaching in a Higher Education environment		X	X		
Experience of working on PAL or other mentoring schemes in Further or Higher Education		X	X	X	
<u>KNOWLEDGE</u>					
Proficient in Microsoft Office: Word, PowerPoint and Outlook	X			X	X
Knowledge and use of Microsoft Access database		X		X	
Social media and software for developing online resources especially for distance learners		X		X	

<u>ATTRIBUTES</u>	ESSENTIAL	DESIRABLE	A	I	P
<u>SKILLS/ABILITIES</u>					
Excellent communication skills, oral and written	X		X	X	X
Excellent administrative and organisational skills and ability to plan, organise and prioritise a full workload	X			X	
Able to work efficiently and effectively, both independently and as part of a team	X			X	
Ability to work flexibly and to create good working relationships throughout the institution	X			X	
Ability to demonstrate good listening skills and tailor support to individual students	X			X	X
Excellent interpersonal skills	X			X	
<u>PERSONALITY</u>					
To be able to relate to a wide range of students of differing abilities	X				X
Have a positive outlook in managing challenges	X			X	
Evidence of commitment to develop own skills within this field		X	X	X	
Enjoy working as part of a team	X			X	

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

Our values

We are a community committed to making a difference, passionate about seeing individuals and communities flourish.

Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

Compassion

Conscious of the kinship that exists between all life, we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are

empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

Individuals Matter

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

Spirituality

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity, beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love.

Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

Mission Statement;

'To educate, to advance knowledge and to serve the public good'

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students' time at the University will

provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.