

Job Description



Job Title:	Academic Coach/ Learning Development Tutor
Department:	Faculty Health and Well Being
Grade:	Grade G
Responsible to:	Head of School/School Academic Development Lead
Responsible for:	Providing additional support to individual and groups of students to improve progression and student success.

Job Purpose:

- Work with individual and groups of students within the Faculty so that they are better able to engage, progress, complete and succeed in their chosen programmes of study in line with the Faculty Delivery Plan
- To provide stimulating, motivational and coherent interventions for students as directed by the team leader
- To demonstrate a commitment to the University Mission Statement when performing all the duties and responsibilities assigned to the contract.

Main Duties and Responsibilities:

1. To deliver 1:1 tutorials, academic development sessions and other appropriate interventions to enable students to more effectively engage, progress and complete their programmes of study.
2. To work as part of a team to identify students who are less engaged or of concern to course teams.
3. To develop appropriate materials and information under guidance and supervision from senior academic staff.
4. To contribute to the planning and development of interventions to support and improve student progression and success.
5. To develop excellent working relationships with the course teams within the School.
6. To signpost to/liaise with appropriate administrative and central support services so that students are able to access appropriate specialist services in a timely manner.
7. To keep accurate records and data of interventions as directed by the academic development lead.
8. To adhere to quality assurance and enhancement systems to ensure high standards are maintained and the student experience is enhanced.
9. To undertake other academic interventions/administrative duties as allocated.

Reference Number:

Closing Date:

Person Specification



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Department:	Faculty of Health and Well Being
Grade:	Grade G
Compiled by:	Director of Academic Development
Date:	May 2016

Attributes	Essential	Desirable	Measured By
Work Experience	<ul style="list-style-type: none"> Recent experience of delivering learning development sessions/ support or coaching to students at an institution of higher or further education (or equivalent) including the development of appropriate resources 	<ul style="list-style-type: none"> Experience of teaching at a further or higher education institution. 	All measured by application form
Education/Qualifications	<ul style="list-style-type: none"> Honours degree or equivalent experience 	<ul style="list-style-type: none"> Higher level degree. 	All measured by application form
		<ul style="list-style-type: none"> Qualification in coaching, teaching, mentoring or related discipline 	
Skills/Abilities	<ul style="list-style-type: none"> Ability to take a coaching based approach to assist students to better engage, progress and succeed Good level of IT skills e.g. in the context of e-learning, social media and excel Flexible, innovative approach to learner development. Ability to develop learning resources for learning development Administrative precision and a successful record of working to deadlines. Ability to work both on own initiative on and as a part of a team. 		<p>All measured at interview</p> <p>Interview task</p>

Personal Details	<ul style="list-style-type: none">• Flexibility to meet the demands of a rapidly changing educational environment.• Empathy with the University's Mission statement.• Commitment to the UCLAN values of common sense, compassion, teamwork, attention to detail, trust• Commitment to professional development.		
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