

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Specialist Study Skills Support Tutor (SpLD and Autism)

## **College/Department**

The Registry

## **Location**

Derby Sites

## **Job Reference Number**

0473-24

## **Salary**

£25.17 per hour plus time and a half for each hour of student contact

## **Reports To**

Student Support Manager

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

You will provide assistance and coaching to students with Specific Learning Differences or Autism to support them in developing learning strategies to build on their strengths and increase confidence to succeed independently.

The post holder will be expected to work collaboratively across the service, wider university and with statutory services to improve the wellbeing of students and reduce risk to students.

In line with our commitment to students to provide an environment that supports personal development and growth alongside academic study, the post holder will be working within our Student Services and will be part of a specialist team committed to delivering a safe and welcoming, confidential range of services to students in Higher Education.

## **Principal Accountabilities**

1. Set clear standards and expectations for the sessions delivered and ensure the nature of the help provided is in line with agreed support.
2. Work with students individually in pre-booked appointments to identify learning styles and strengths, making use of assistive technology to facilitate independent learning.
3. Assist students to develop their skills in:

* structuring essays and other written work
* critical and reflective thinking and research skills
* comprehension, summarising, referencing and note taking
* developing and implementing proof reading strategies
* assisting with time management and other academic-related organisational skills
* examination preparation/revision techniques
* understanding and implementing feedback from academic staff

1. Prepare a structured individual learning plan based on the student’s learning strengths/preferences.
2. Provide support for students using specialist software for time management, assignment planning and structure, numeracy and ensure these tools are integrated into the support strategy.
3. Maintain professional confidential working relationships, working to the Student Services Code of Conduct and Confidentiality Policy.
4. Attend team and peer supervision meetings
5. Complete a minimum of 10 hours Continuous Professional Development (CPD) per year to keep abreast of changes and developments in the field and to ensure compliance with professional competency standards as required by Disabled Students’ Allowance Quality Assurance Framework (DSA-QAF).
6. Maintain timely and accurate records of all student contact including detailed notes of each session to ensure funding can be promptly claimed and student progress monitored.
7. To provide support to the wider Student Support team when available.
8. Provide information and guidance to staff within the University on issues relating to dyslexia and other specific learning Differences.
9. Demonstrate and promote the values and behaviours of the University and embrace equality and diversity.
10. Contribute to the ongoing development, planning and auditing of the service.
11. Maintain a safe working environment in accordance with the University Health and Safety Policy.
12. To be responsible for promoting the University’s Equality & Diversity Policy.
13. Maintain a safe working environment and to work to the University Health and Safety Policy.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* A relevant undergraduate degree or equivalent experience
* Membership of a professional body for Specific Learning Difficulties or a recognised Teaching Qualification (minimum level 4)
* Evidenced training in Adult Autism by a qualified trainer
* Mandatory DfE qualification and professional body membership requirements to deliver DSA’s fundable Non-Medical Help (NMH) Specialist Mentor roles: [www.practitioners.slc.co.uk/media/1991/nmh-qualifications-matrix-july2023-updated-sept-23.pdf](http://www.practitioners.slc.co.uk/media/1991/nmh-qualifications-matrix-july2023-updated-sept-23.pdf)

#### **Experience**

* Experience of supporting adult learners with specific learning differences
* Experience of supporting adult learners with autism
* Experience and knowledge of using specialist assistive software to support students with specific learning differences
* Experience in the delivery of one-to-one tuition and group work with adults with specific learning differences
* Experience of, and being able to demonstrate the confidence to deliver training/ workshops to large groups

#### **Skills, knowledge & abilities**

* Skills in interpreting diagnostic assessment reports and in using these to inform the design and planning of teaching interventions
* Excellent literacy skills to support teaching
* Communication skills (Oral) – can demonstrate the ability to summarise complex ideas or information which may be highly detailed, technical or specialist
* Excellent written communication
* Excellent IT skills including word, Excel, PowerPoint and social media
* An understanding of the diversity of the student population and their need in respect of services
* Sensitivity in working across disciplines

#### **Business Requirements**

* Enhanced Disclosure and Barring Service (DBS) check
* Willingness and ability to travel to different university campuses to deliver specialist support to students.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)

# **Our People**

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.