Specialist Study Skills Tutor Role Description

Function - To work as part of the Non-Medical Help Scheme. To provide study skills tuition to students who have been allocated a study skills tutor as part of their support with their study. This mainly includes students who have a diagnosis of a specific learning difficulty, ADHD, Autistic Spectrum conditions or mental health issues.

Duties and Responsibilities to the Student
- Provide 1:1 study skills tuition to enable the student to develop independent learning strategies
- Adapt tuition approaches in response to the individual requirements and circumstances of each student
- Support the student in meeting the requirements of the academic environment at University
- Support the student in managing the demands placed upon him/her with respect to coursework, deadlines, processes and procedures
- Support the student with problem solving, identifying and referring to other key services within and external to the University
- Help the student identify issues causing concern and propose ideas for self-monitoring and/or resolution
- Establish and maintain clear role boundaries
- Meet at designated times/places with the student

Duties and Responsibilities to the DRC
- Complete relevant administrative tasks/documentation associated with 1:1 study skills support, particularly Independent Learning Plans, termly reviews of progress reports, and regular feedback to the DRC
- Maintain and respect confidentiality at all times
- Attend and participate in Study Skills monitoring on an annual basis, including lesson observations for quality assurance purposes
- Attend training sessions as required
- Regularly review/self-evaluate the effectiveness of support provided
- Maintain the confidentiality of your colleagues and students when using online resources
- Actively engage in ongoing professional development
## Person Profile

<table>
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<tr>
<th>Education &amp; qualifications</th>
<th>• Degree level education as a minimum</th>
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| **Specialist knowledge & skills** | • Good understanding of disability and SpLD  
• Good knowledge of the principles underpinning 1:1 study skills support and the ability to apply this in the context of Higher Education  
• Proven track record of providing 1:1 study skills support  
• Ability to assess student’s needs and develop an Independent Learning Plan with appropriate targets/objectives  
• Ability to adapt to the student’s individual needs  
• Ability to work with a wide range of sensitive/confidential issues  
• Ability to work with students who have specific learning difficulties, ADHD, Autistic Spectrum conditions, mental health issues  
• Excellent organisational skills  
• Confident working independently  
• Ability to embed the use of Assistive Technology in 1:1 study skills sessions |
| **Interpersonal & communication skills** | • Excellent verbal and written communication skills  
• Excellent listening skills  
• Discretion and tact  
• Able to work independently as well as part of a team and work under instruction  
• Flexibility  
• Awareness of personal boundaries |
| **Relevant experience** | • Previous experience of delivering 1:1 study skills tuition, or demonstrable transferable skills, preferably in a Higher Education environment |