

Specialist Study Skills Tutor Role Description & Person Profile

Function of the role

To work as part of the Non-Medical Help Scheme by providing specialist study skills to students who have been allocated a Study Skills Tutor as part of their support with their study. This mainly includes students who have specific learning difficulties, ADHD, autism, and mental health conditions.

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
- Deliver tuition in accordance with PASSHE guidelines
- Support the student meeting the requirements of the academic environment at University
- Support the student in managing the demands placed upon them 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 support them with problem-solving
- Establish and maintain clear role boundaries
- Meet at designated times and places with the student

Duties and responsibilities to the Accessibility & Disability Resource Centre (ADRC):

- Complete relevant administrative tasks/documentation associated with specialist 1-1 support, particularly Independent Learning Plans, termly reviews with students, and regular feedback to the ADRC
- Maintain the ADRC's confidentiality policy
- 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
- Maintain your continuing professional development (CPD) and practising certificates

Person Profile

Education & qualifications	<ul style="list-style-type: none"> • Degree level education, or equivalent • Qualified teacher status • BDA accredited qualification, or postgraduate qualification in disability or specific learning difficulties (SpLD), or equivalent • Hold professional membership with a recognised body (PAToSS, BDA, PASSHE, Dyslexia Guild) • Hold PAToSS Teaching Practising Certificate, or equivalent
Specialist knowledge & skills	<ul style="list-style-type: none"> • Good understanding of disability and specific learning difficulties • Good knowledge of the principles underpinning specialist 1-1 support and the ability to apply this in the context of Higher Education • Proven track record of providing specialist 1-1 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, autism, and mental health conditions • Excellent organisational skills • Confident working independently • Ability to embed the use of Assistive Technology in 1-1 study skills sessions
Interpersonal & communication skills	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Previous experience of delivering 1-1 study skills tuition, preferably in a Higher Education environment