

## Job Description

### Study Skills Tutor (Specific Learning Differences)

#### Faculty/Directorate Student and Academic Services

**Grade: F**

**Permanent, Part Time, 18.5 hours a week, 52 weeks**

	Duties of the role
<b>Overall purpose of the role</b>	<ul style="list-style-type: none"> <li>To provide 1:1 support to students funded through the DSA</li> <li>To ensure that students access appropriate funding via Disabled Students' Allowances (DSA)</li> <li>To deliver an excellent student experience through ensuring a high quality and accurate service</li> <li>To assist the Lead Specialist Study Skills tutor in developing the current provision of support for students/tutors</li> <li>To create and deliver workshops for students with Specific Learning Differences to further support them with their study skills.</li> </ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>Support and advise students and applicants through the Disabled Students' Allowances (DSA) application process.</li> <li>Work collaboratively with students to develop effective strategies to overcome difficulties associated with Specific Learning Differences (SpLDs).</li> <li>Encourage students to take ownership of their learning by embedding appropriate study strategies into their academic work.</li> <li>Support students in developing and strengthening their study skills strategies.</li> <li>Establish clear standards and expectations for support sessions, ensuring these align with individual learning preferences.</li> <li>Promote active student engagement in both one-to-one study skills support and group masterclasses.</li> <li>Provide remote one-to-one study skills support where required or requested by students.</li> <li>Support the wider team by screening students for specific learning differences.</li> <li>Assist the Lead Specialist Study Skills Tutor in the development and training of staff.</li> </ul>

	Duties of the role
Skills and Experience	<p><b>It is essential that you are a member of one of the following professional bodies: ADSHE, PATOSS, BDA and The Dyslexia Guild.</b></p> <ul style="list-style-type: none"> <li>• A qualification supporting students on a one to one basis or experience with disability issues in HE</li> <li>• Have excellent communication, time management and organisational skills</li> <li>• An excellent knowledge of the English language</li> <li>• Be able to work flexibility to support students' needs</li> <li>• Hold an enhanced DBS certificate covering adults</li> <li>• Experience of providing specialist study skills support to DSA funded students</li> </ul>
	<p>Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</p> <p>All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.</p> <p>Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</p>

## Person Specification

### Job Title

**Study Skills Tutor (Specific Learning Differences)**

**Faculty/Directorate Student and Academic Services**
**Grade: F**
**Permanent, Full Time, 37 hours a week, 30 weeks per year**
**(This could include term time and non term time working weeks)**

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
<b>Qualifications &amp; Training</b>	Degree	Essential		x	x		x
	Teaching Qualification (PGCE or equivalent) or demonstrable teaching experience		Desirable	x	x		x
	Must have professional membership of: PATOSS (full or associate membership) BDA (full professional membership) ADSHE (professional membership) Dyslexia Guild (member, associate or fellow membership)	Essential		x	x		x
	Qualification and/or certified training in assistive technologies such as mind mapping		Desirable	x	x		x
	Teaching Practice Certificate (e.g. from PATOSS or BDA)		Desirable	x	x		x
<b>Skills, Knowledge and Experience</b>	Demonstrable teaching experience in FE or HE	Essential		x	x		
	Substantial experience of working with students with specific learning differences on a one to one and in groups	Essential		x	x		
	Awareness and understanding of the Disabled Students' Allowances and ensuring that students access this funding if appropriate.	Essential		x	x		
Area of responsibility	Requirements	Essential or desirable		*Method of assessment			

				A	I	T	D
	Awareness of appropriate SpLD/Dyslexia screening materials and the ability to undertake diagnostic assessments	Essential		x	x		
	Experience of interpreting diagnostic assessments and DSA Needs Assessment Reports	Essential		x	x		
	Comprehensive understanding and working knowledge of specialised assistive technology and software such as mind mapping and text to speech	Essential		x	x		
<b>Qualities and Abilities</b>	Excellent organisational and time management skills	Essential		x	x		
	Commitment to the delivery of professional service	Essential		x	x		
	Demonstrable understanding/ awareness of empathy and non-verbal communication skills	Essential		x	x		
	A proactive nature and committed team player with the ability to support colleagues and to contribute to team activities and objectives	Essential		x			
<b>Additional Requirements</b>	There may be a requirement to provide early evening sessions at 'Twilight Support'		Desirable	x			
	A satisfactory enhanced DBS check	Essential					

**\*A = Application Form; I = Interview; T = Test; D = Documentary Evidence**