



Staffordshire University Services Ltd

Job Description

Job title	Academic Tutor – Step Up to HE
School/Service	Marketing & Communications
Normal Workbase	Stoke Campus
Tenure	Permanent
Grade/Salary	6
FTE	1.0
Date prepared	11th November 2021

Job Purpose

- To support the development and delivery of the academic provision in relation to the Level 3, Step Up to Higher Education University Foundation Certificate, ensuring an excellent student experience
- To undertake teaching and teaching-related activities as determined by Course Leader/Course Director/Head of Department
- To pro-actively support recruitment, supporting harder-to-reach learners with the next stages of their academic and professional development goals, such as UCAS, Personal Statements and Student Finance
- To lead/contribute to University and/or School/Service initiatives in line with strategic business and Access and Participation Plan and institutional commitments surrounding widening participation and access to Higher Education.

Relationships

Reporting to:	Programme Manager – Step Up to HE (Tef)
Responsible for:	N/A

Main Activities

- To teach and assess, as part of a teaching team, in areas of knowledge appropriate to the School/Area provision, and where appropriate, across other Schools of the University
- To contribute to the development of specialist teaching and learning provision, including short courses, in a subject specialism and associated disciplines
- To devise and deliver modules as determined by the Programme Manager/Course Director/Head of Department and to ensure that learning materials and methods of delivery meet defined learning objectives
- To enhance the quality of teaching provision and programme development, drawing on leading practices from HE and other sectors, building E-Learning into the delivery of teaching to students as appropriate
- To support with recruitment activity, supporting harder-to-reach learners with Information, Advice and Guidance (IAG) through UCAS, Personal Statements, Student Finance and careers guidance

- To ensure high quality learning experiences in line with the University's approach to blended learning
- To participate with other staff in the development of teaching, learning and assessment strategies
- To contribute to student support in administrative and pastoral roles, including advice to students on resits and to provide post-results counselling
- To represent the course, School/Service in student recruitment activities, including participation in Clearing activities and in Open Days throughout the year
- To maintain and develop areas of expertise under the general guidance and oversight of the Programme Manager/Course Director/Head of Department
- To undertake both general Health and Safety responsibilities in accordance with the University's Health and Safety Policy and in addition, to provide such supervision as is necessary to ensure the health and safety of all students
- To undertake professional development and mandatory training activities as identified or required (See Professional Development section)
- To undertake other such responsibilities as may be reasonably be required by the Programme Manager/Course Director/Head of Department and/or Director of Service or Dean of School
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.

Professional Development

The organisation is keen to support staff in achieving high standards of pedagogic practice in order to facilitate effective student learning. To do this, the University is keen to support staff with their continuous professional development, particularly in supporting staff who may need to undertake an appropriate teaching qualification. If successful, appropriate qualifications must be commenced within 12 months of appointment as a condition of employment with Staffordshire University. If you are shortlisted, the chair of the interview panel will explain this further.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Special Conditions

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Disclosure and Barring Service (DBS). This will include details of cautions, reprimands or final warnings, as well as convictions.

The role holder will be required to travel between sites from time-to-time in a cost-effective manner, which may be through the use of a car.

There will be a need for the post holder to work evenings and occasional weekends to cover course requirements, marketing and recruitment activities.

Guidance for Disclosure Applicants

Please note that, if you are offered this position, the appointment procedure requires you to apply for either a Standard or Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) as detailed in the enclosed job description.

Standard Disclosures are primarily for posts that involve working with children or vulnerable adults or is of such a kind where the post-holder will have access to these groups in the course of their normal duties.

Enhanced Disclosures are for posts that involve a far greater degree of contact with children or vulnerable adults. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the DBS, an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure you will be provided with the relevant form and guidance notes supplied by DBS. You must carefully complete and return the form and send it to Human Resources together with various **original** documents confirming your identity (full details will be provided at the time).

Your completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send a Disclosure to you at your home address, which will list any details obtained from those checks (except in the case of Additional Information which is released to the University only, by the Chief of Police). You will then need to arrange to provide the original Disclosure to a member of Human Resources, in order for the clearance to be verified. In the event of the DBS check highlighting information held on any of the databases accessed, a member of Human Resources may contact you to arrange a meeting to discuss the details in order to make an informed decision as to whether or not this affects the offer of appointment. The final decision as to whether your appointment can proceed will be made by the Director of Human Resources.

Policy Statement on the Recruitment and Employment of Ex-Offenders

Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS code of practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging peoples' criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions subject to relevant legislation and reasonable judgement.

Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed

- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trade union activity or offending background

- We have a written policy on the employment of ex-offenders which is available on the University's website

- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience

- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position

- Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process

- Unless the nature of the position allows Staffordshire University to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974

- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974

- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on

the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment

- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application, please contact Mr. Ashley Cotton, Step Up Programme Manager (Tef) – Ashley.Cotton@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.ac.uk> as the system is user friendly and simple to complete.

Please note, the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. We would ask all applicants ensure they have provided comprehensive information under each criteria in the Supporting Statements section of the application form, and if necessary, add any relevant additional information in the Additional Information Section.

The closing date is midnight on 01/12/2021

For information, interviews will be held on 10/12/2021