

Write Direction Academic Tutor

Title: Write Direction Academic Tutor

Department: Information and Digital Services (IDS)

Responsible to: Student Academic and Digital Skills Tutor

Hourly rate: £14.33

Hours: 16 hours per week (mix of campus-based and remote work). 12-week contract during Semester 1 (may be renewed). Some evening work may be required.

Role Summary

Write Direction is Keele University's academic coaching service that provides one-to-one academic support for undergraduate and postgraduate students from across the institution. It aims to help students identify and achieve their academic goals.

The principal responsibilities for the Write Direction Tutor include delivering one-to-one student-centred academic tutorials online using Microsoft Teams, facilitating weekly Write Direction drop-in sessions on campus, providing feedback and signposting to other support services where appropriate, for which you will be expected to engage in training.

The Tutor will also support research on and development of Write Direction provision and collaborate with the Academic and Digital Skills team to ensure robust reporting mechanisms and data capture, maintaining student confidentiality and adhering to GDPR.

Main duties and responsibilities

- Provide support and guidance for students in their studies.
- Comply with University standards and procedures for ensuring teaching quality and to support and comply with IDS' processes.
- Ensure compliance with health and safety requirements at all times and in all aspects of work.
- Undertake administrative duties and any specific tasks that may be reasonably requested efficiently and effectively.
- Work in partnership with the Academic and Digital Skills team in the development of the Write Direction service.
- Carry out other duties commensurate with the post.

Person Specification

Essential Criteria

Qualifications/Education/Training:

- Masters degree in any discipline.

Experience:

- Experience of teaching or providing learning support for students in further or higher education.

Skills/Aptitudes/Competencies:

- Ability to deal with sensitive situations in a professional and appropriate manner.
- Ability to listen to students carefully and create rapport.
- Understanding of Keele University's diverse student body and their needs, and a strong commitment to the principles and practice of equality and diversity.
- Excellent spoken and written English.
- Familiar with assessment principles.
- Excellent time management skills and ability to manage competing responsibilities.
- Ability to engage with appropriate reporting mechanisms and operational processes.
- Take reasonable care of the Health and Safety of yourself and others.

Desirable Criteria

- Qualification in teaching and learning or willingness to undertake the KIITE Introduction to Teaching and Demonstration course.
- Associate Fellow of Advance HE or willingness to undertake this professional recognition qualification through KIITE's HEA Fellowship CPD Route.

References

You are asked to provide details of one academic referee. Referees should be able to comment on your work and/or educational background. In providing these details, you are giving the University permission to request personal information about you from your referees, which may include confirmation of your previous salary, disciplinary, and work history.

Equality and Diversity

Keele University values equality and diversity across our workforce and to ensuring our staff community is reflective of the diversity of our student population. In support of these commitments the University welcomes applications from individuals of Black, Asian and ethnic minority backgrounds for all roles.



Keele University is committed to taking positive steps to employ, keep, and develop the abilities of disabled staff and has been awarded the disability symbol. We undertake to offer all applicants with a disability and **who meet the minimum essential criteria for** an interview. If you wish to be considered under this scheme, please indicate this on your application. You can also provide specific information of any requirements/adjustments you may require to assist you during the recruitment process.

The information you provide on your application will be forwarded to the recruiting area so that they may consider whether they can facilitate your requested adjustments. **Please note, if you do not indicate that you wish to be considered under the Disability Confident scheme in your application, you will not be considered under this Scheme.**

Application Process

Please send a CV (up to two pages) and one-page cover letter to a.merrydew@keele.ac.uk, outlining your suitability for the role.

Please do not try to submit your application via the Keele University website.

Closing date for applications: 24 March 2024

Interviews will be held: 11 or 12 April 2024

