

Description and Person Specification
Professional Services Staff
Job title: Study Skills Tutor
Department: Student Services
Pay Grade: 3
Line Manager: Head of Student Services
Role Purpose:

Our Study Skills Tutors offer workshops, individual 1-2-1 appointments and academic interventions to support student success around their academic work.

They work closely with academic teams to plan an annual schedule of academic support for students and also respond to individual student requests for support.

They develop our learning materials, both printed and as part of our online learning support, as well as marketing and promoting good academic practice and their services to our students.

The tutor stays abreast of the latest developments around student support needs and helps triage students to our disability support where they may be able to access further help, be referred for assessment or be assessed for potential reasonable adjustments.

Duties and Responsibilities:

- Manage study skills support for individual students including the development of learning plans in order to help students achieve success in their studies.
- Write, maintain and deliver workshops on key academic areas to students to improve retention and student success.
- Develop and oversee imbedded delivery of Study Skills within academic timetables, managing relationships with academic partners ensuring high levels of support to students.
- Assess and support student learning needs during individual and workshop sessions to help triage students to relevant support staff or refer to other external agencies.

- Help students to organise work, take in new information, retain information and deal with assessments.
- Deliver teaching techniques that can benefit be learned and applied across a diverse field of study helping to increase student success.
- Support students through learning plans that allow them to succeed within their studies and introduce skills and techniques that support time management, note-taking, active reading and goal setting.
- Empower students to succeed and achieve during their studies at Ravensbourne and improve critical thinking, academic reading and the management of stress around the student's academic experience.
- Teach students tools and techniques to establish and maintain positive daily routine and habits, avoiding and overcoming procrastination by setting and keeping priorities.
- Support students to access Disabled Student Allowance support or other options where they may not be eligible.
- Provide a supportive and empathetic response to students who present with urgent deadlines and who may be in crisis.
- Self-direct training to maintain knowledge around key developments around learning support and study skills with support from the University.
- Create and present reports on areas of student learning needs to inform operational and strategic planning with Ravensbourne to ensure appropriate support is provided to our diverse student community.
- Support students through processes to help support their learning at times of crisis or challenge, including extenuating circumstances and reasonable adjustments with relevant staff members.
- Support Student Service's presence at events that may occur outside of normal working hours including open days, offer holder events, induction drop-ins and online recruitment activity.

Other

- Demonstrate an understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role.
- Work within Ravensbourne's Code of Conduct and other Rules.
- Comply with all legislative, regulatory and policy requirements (e.g., Finance, People & Culture) as appropriate.

- Carry out the policies, procedures, and practices of Health & Safety in all aspects of the role.
- Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work and show commitment through everyday practice in the role.

Key working relationships:

Head of Student Services
 Disability Support Coordinator
 Specialist Learning Support Tutor
 Deputy Head of Student Services
 Heads of Department
 Course Leaders
 SEEDS programme

External learning support needs charities

Resources Managed

Budgets: Not Applicable
 Staff: Not Applicable
 Other: Not Applicable

Person Specification	
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Knowledge and Experience	Essential	Desirable
Education Minimum Qualification Required a degree or equivalent preferably in an Art and Design, Technology or Communication Media discipline Teaching qualification - PGCE or equivalent	X	X
Professional qualifications/experience Study Skills Qualification Professional qualification relevant to working with study support needs or specific learning difficulties.	X	
Higher Education knowledge Study Skills Landscape Has a good understanding of study skills needs of students and provisions of support for learners with disabilities or learning needs. Understanding of Student Support Needs Able to empathise with student support issues and understand challenges faced by student community	X X	
Service Knowledge and its application Maintains, develops and applies comprehensive knowledge of all aspects of the service in ways that are proportional to Ravensbourne's nature, scale and complexity, and keeps that knowledge and its application up to date and relevant Delivering the service Delivers the service, or that part of it as specified in the role description, to the standards required, and contributes to its continuous improvement		X X

<u>Core Personal skills abilities and behaviours</u>	Essential	Desirable
Management and Leadership Team working Works collaboratively and harmoniously within the team and more widely with all significant others to get the job done, to the satisfaction of all those involved. Problem solving and decision making Anticipates problems or issues and deals with them creatively and constructively, reaching a rational decision for dealing with the problem or issue; one that is capable of practical implementation	 X X	
Equality, Diversity & Inclusion Promotes and supports inclusion and equality within all aspects of their work at Ravensbourne	 X	
Communication Customer focus and service Understands the relationship between provider and customer, and the expectations of the recipient of a service. Is able to identify all such relationships in which they are involved, and with an attitude of mind that places the needs of the customer first, providing a service that fully satisfies them. Communicating and relating to others Communicates clearly orally and in writing, and in relating to others builds and maintains effective relationships openly and honestly, using every medium appropriately and with consideration for the audience, so that the messages (both ways) are understood and able to be acted upon.	 X X	

This Job Description may be reviewed, and duties amended aligned with Ravensbourne's requirements, any changes will be made in collaboration with the postholder.

Our Values

Connection: We value what happens together and we collaborate to achieve our collective goals.

Dynamism: We embrace every opportunity to adapt and optimise.

Inclusion: We celebrate our diversity, and we embrace difference as a source of strength.

Professionalism: We aim for quality in everything we do and take pride in our work.

