

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	Student and Academic Services
School/Department	Academic Secretary's Office
Team	Academic and Study Skills Team
Job Title	Academic and Study Skills Advisers (Numeracy Specialist)
Grade	7
Hours of Work	35
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Head of Academic and Study Skills
Responsible For (Job Title)	N/A

Principal Accountabilities
<p>Contribute to the innovative development, implementation, delivery and review of engaging learner development provision to prepare, develop, and empower students to excel at Manchester Metropolitan University.</p> <p>Support and advise all students, with a particular focus on supporting the development of students' numeracy and data literacy skills, enabling students to become confident and competent with numerical and data elements of their studies. This will involve working in conjunction with academics and other teams, including the Q-Step Centre.</p> <p>Enhance the provision of academic and study skills support for students in relation to numeracy, data handling and literacy, by acting as a source of expertise to advance the University and Learner Development team in relation to numeracy related support</p> <p>Coordinate the recruitment and training of Data Buddies to deliver peer-assisted support to students in relation to numeracy/data skills.</p> <p>Enhance students' academic and study skills, motivating students to realise their ambitions through the co-ordination and delivery of an inclusive service, which complements the academic curricula.</p>

Key Tasks

Teaching Delivery and Development

Responsible for the promotion, design, and delivery of high-quality academic and study skills provision within the University in a variety of formats (online, face to face, 1:1, workshops, lectures, study groups, embedded teaching etc.) according to the needs of students,

Develop teaching methods, materials (online and print), technologies and learning environments, which enhance students' learning opportunities, critical development and active engagement with our service.

Support Learners during their assessments, set students' work, providing feedback that is honest, detailed and constructive.

Actively engage in the development and application of digital – and electronically based teaching, learning and assessment techniques.

Promote and develop pedagogically-considered and effective methods in teaching, learning and assessment around academic and study skills, which is reviewed in response to student feedback and needs.

Proactively provide support to staff in module and assessment design and revisions to embed study skills within modules, which challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.

Build strong, subject-contextualised and innovative learning developmental opportunities within faculties and programmes to promote high levels of student performance and independence to support University strategic aims and academic themes.

Work collaboratively with colleagues, including faculty colleagues, to develop inclusive, student-centred and engaging curriculum-developmental approaches to learning, teaching and assessment in the field of academic and study skills. Building in as appropriate:

- Diversity of learning and assessment opportunities and experiences, which embrace diverse student characteristics, prior knowledge, and varied learning preferences.
- Emphasis on engaging students as active learners.

Actively evaluate and develop the learner development service through liaison with students and staff (both quantitative and qualitative), ongoing discussions and continuing professional development to optimise learning developmental activities, delivery and assessment.

Collaboration and Teamwork

Act as a member of the Learner Development team, and broader Student Services, to share good practice and contribute to the development of the role.

Support the intellectual and professional life of the Learner Development team by e.g. providing feedback and reports, participating in conferences, becoming involved in projects, and generally contributing to service developments by working flexibly and responsively as required.

Actively work with colleagues across the university to ensure that students' learner development needs are fully supported e.g. from pre-entry to graduation.

Initiate and build close working relationships with academic staff to contribute to inclusive curriculum development by providing specialist understanding and advice about, learning and assessment strategies and pedagogies relating to academic and study skills.

Take part in Faculty Learning and Teaching committees, Boards of study and Learning Development team meetings as required.

Actively participate in and contribute to relevant initiatives across the University.

Ensure effective referral to students who need support from other services including personal tutors, counselling and mental health services. To have an active awareness of University policies and systems to adequately onward refer students to other services when appropriate.

Knowledge

Continually update knowledge and understanding in the fields of student learning development, transitions, and learning and teaching in HE, with a focus on SpLD, by maintaining membership of the Higher Education networks, reviewing appropriate publications and disseminating information to colleagues.

Keep abreast of developments in the Higher Education sector generally, University and Faculty strategic priorities, as well as more specialist areas.

Work on own initiative to investigate additional services which could enhance the provision of academic study skills within the University.

Represent the Learner Development team, and Student Services, as and when required on internal, local, regional and national committees and groups and participate in external role-related activities, including visits to other institutions to collect examples of good practice that will support the team's value of continuous improvement.

Undertake CPD as directed from time to time in order to maintain currency in innovative and inclusive teaching practices.

Contribute to research and professional development associated with aligned professional disciplines and contribute as appropriate to conferences, publications and academic journals.

Other

Organise own workload, facilitate appointment booking, and maintain accurate records and general administration in line with Universities policies and practices.

Assist in the running of organisational events where appropriate.

Special Features

The post holder will be expected to work flexibly to provide cover for and/or work in collaboration with colleagues across Student and Academic Services. Some evening and weekend working will be required, as appropriate

Owing to the particular responsibilities of the post, there will be some times of the year when it will either not be possible for the post holder to take annual leave, or be necessary to limit the amount of annual leave that can be taken.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.



Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Ability to communicate complex information with clarity to a range of diverse audiences, both orally and in writing.	E
		1.2	Excellent interpersonal skills.	E
		1.3	Good IT skills, including the use of databases and spreadsheets.	E
		1.4	Ability to gather data, analyse results and to report in an informative manner.	E
		1.5	Ability to manage own workload and prioritise.	E
		1.6	Effective team working skills.	E
		1.7	Ability to build and maintain positive relationships with students to disseminate information and discuss future needs.	E
		1.8	Ability to deal with complex welfare issues sensitively.	E
		1.9	Ability to develop and deliver innovative teaching sessions to students, and be to tailor sessions to meet the needs of the audience.	E
2	General & Specialist Knowledge	2.1	Understanding of issues affecting students' learning experience in a diverse higher education environment.	E
		2.2	Knowledge of web-based learning methods and relevant packages (e.g. Moodle).	E
		2.3	Knowledge of the challenges and complexities in supporting students' numeracy in a HE setting. This includes the role confidence in numeracy plays in student success in data-	E

		2.4	driven disciplines and impact of specific learning differences such as dyscalculia.	E
		2.5	Experience of supporting student numeracy/data skills in an HE context including on software such as SPSS, R, Qualtrics.	E
		2.6	Experience of training and working with peer assisted learners in numeracy/data literacy support.	E
3	Education & Training	3.1	Recognised first degree or equivalent qualification in the social sciences or maths, or equivalent relevant experience.	E
		3.2	Postgraduate certificate in Learning and Teaching in HE, or equivalent such as Fellowship of the Higher Education Academy, teaching experience.	E
4	Relevant Experience	4.1	Experience of: <ul style="list-style-type: none"> designing and delivering study skills material and guidance creating resources in a variety of formats to support teaching and the student experience Developing appropriate assessment Challenging ideas, fostering debate and encouraging students to develop skills in critical discourses and rational thinking 	E
		4.2	Experience of developing Web based support materials.	E
		4.3	Successful experience of working with staff to resolve complex situations and conflicting demands, which will have required the ability to analyse issues, determine and implement creative and practical solutions.	E
5	Special Requirements	5.1	Willingness to undertake continuing professional development.	E
Date of Revision		July 2019		