

JOB DESCRIPTION

Job Title: Academic Skills Adviser
Ref no: ESE6
Campus: Hendon
School/Service: Directorate of Student Life
Grade: 7
Starting Salary: £43,811 per annum inclusive of Outer London Weighting rising to £50,136 incrementally each year.
Hours: 35.5 hours per week, actual daily hours by arrangement
Period: Permanent
Reporting to: Specialist Support Manager

Overall Purpose:

The role of the Academic Skills Advisor is to support students in developing their knowledge, skills and behaviours in relation to robust academic skills and study skills.

The Academic Skills Advisors works across portfolios to deliver curriculum-embedded workshops, pan-university workshops, personalised one-to-one support and to develop a digital hub of self-help learning resources and activities in relation to English for Academic Purposes, broader study skills and maths, stats and numeracy. In this way the role builds an inclusive and accessible environment for the development of academic skills, enabling students to shape their learning and engage in activities in ways which work for them.

The service is offered to all students, including those with and without general disabilities and specialist learning differences, and the role holders will need to have specialist knowledge and qualifications to support those in receipt of disabled student allowance.

Principal Duties:

- To contribute to the design, development and delivery of curriculum-embedded academic skills and study skills workshops across the Middlesex programme portfolio, and for students at all levels.
- To develop bespoke academic skills and study skills development programmes for curriculum, ensuring student can develop robust skills to enable success in the academic journey.
- To provide clinic-style one-to-one support for students.
- To work collaboratively to develop a technology enabled, digital Academic Skills Hub for access by all students.
- To provide specialist support for those with general and specific learning differences.

- To contribute to intervention programmes and activities designed to boost continuation, and to support the University's work in meeting and exceeding regulatory targets, measures and thresholds, including those in the Teaching Excellence Framework and Access and Participation Plan.
- To contribute to pan-university events including welcome, induction and graduation.
- To undertake any other activity as appropriate and as requested by the Education and Student Experience leadership.

Other Duties

- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.
- The post-holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
- The post-holder will actively follow Middlesex University policies including Equality & Diversity policies.

PERSON SPECIFICATION

Job Title: Academic Skills Advisor

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

SELECTION CRITERIA:

Essential

- A Level 7 qualification in Education or a related area or an equivalent qualification.
- Fellowship of AdvanceHE (or commitment to obtain this within 12 months of appointment, or as defined through annual appraisal.)
- Experience of working with students to develop robust academic and study skills to support learning and enable success.
- Understanding of Higher Education context and the challenges students may face during their studies.
- Experience of designing curriculum-embedded workshops across a broad portfolio with the ability to design activities to meet specific programme needs.
- Knowledge of a range of digital technologies to enable those with general and specific learning differences to success, e.g., Dragon, Read Write Gold.
- Excellent communication skills using a range of formats, and to meet the needs of a diverse range of students and other stakeholders.
- Excellent digital and IT skills.
- Excellent organisational skills including the ability to make decisions or recommendations based on data and after consultation with appropriate stakeholders.
- Ability to prioritise work and work with a high level of autonomy to meet demanding deadlines.
- Ability to work with people in distress and remain calm and compassionate.
- Commitment to continuing professional development and continuous improvement
- Ability to communicate complex information in a straightforward and student-centred manner

Desirable

- Specialist qualifications required to support students with specific learning differences in receipt of disabled students' allowance, or a commitment to achieving the qualifications within 2 years of appointment (or as defined through annual appraisal).
- Specific experience on advising on one or more of the following areas: specific learning differences, English as a Second Language, English for Academic Purposes, Maths, Statistics and Numeracy.
- Knowledge and experience of using technologies and to design digital learning materials for self-study.
- Ability to lead and manage projects.

Equality Diversity and Inclusion

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion

MU Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

Annual Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

Parking at Hendon campus

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. Further details are available on the Travel and transport page on the staff intranet. *Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

Information for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

Public Transport

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>.

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Annie Jennings, Director of Student Life, via email at a.jennings@mdx.ac.uk