



Contract Type:	Temporary contract (March 2017 to November 2017)		
Job Title:	Academic Assignment Tutor for Progression Programmes (RO and LEAP)		
Department:	Widening Participation Team, Marketing and Student Recruitment		
Pay:	Via Unitemps	Grade 5 (SP22)	£13.90 per hour (excluding holiday pay)

The Widening Participation team is looking to recruit a group of highly motivated and enthusiastic PhD students, from across all fields of study, to act as academic assignment tutors for a cohort of school/college students (currently Year 12 / 16 -17 years old) who are engaged in one of our progression programmes and will be undertaking an academic research assignment.

We are expecting students to produce assignments at A-level quality (not degree level) and so only a general understanding of the topic area will be required from their tutor to support their completion.

Main purpose of post

Academic Tutors will report to the University of Leicester's LEAP/RO Programme Management team and Academic Advisory group representatives and will undertake tutorial support and assessment of work for **up to five** school/college students engaged with Realising Opportunities. The amount of hours required to support each student equates to **6 hours per student**.

This payment will be released as part of two distinct job roles each of which equating to 3 hours per student.

The roles are all part of the same overarching project and need to be completed together

- Academic Assignment Communications and Support role – 3 hours / student (released July 2017)
- Academic Assignment marking and feedback – 3 hours /student (released in November 2017)

Requirements of the role

The roles and responsibilities outlined below are not intended to be an exhaustive list but provide guidance on the main aspects of the post as well more specific requirements for each part of the role.

- You must be a registered University of Leicester PhD student for the entire period of the contract
- **You must be registered and eligible to work with Unitemps** and must ensure that you fulfil any work restrictions that may affect you. Please check with Unitemps if you are unsure about this.
- You must be able to commit to 6 hours of time per supported tutee over the course of the contract.
- You will provide tutorial support for college students (16 -17 years old) who are undertaking an academic assignment as part of the progression programme they are engaged with (either the Realising Opportunities Programme - RO or the Leicester Enhanced Access Programme - LEAP).
- You should maintain a broad knowledge of up-to-date research and scholarship in your relevant and related fields to ensure that the support meets the standards expected within a research-led University
- You must attend a compulsory tutor briefing session (unpaid) for this role which will take place on Wednesday 22 March 2017 AM/PM (exact times to be confirmed)
- You must complete and have a clean DBS check prior to commencing your role and complete the online Child Protection training module through Blackboard as requested by the Programme Management team during the compulsory briefing session. We will arrange this following successful completion of the briefing.

Academic Assignment Communications and Support role

This role requires:

- You to meet with each of your assigned tutees for 2x 45 minute tutor sessions
 - One 45 minute meeting in March 2017 (either 29 or 30 March dependent on tutee attendee date)
 - One 45 minute meeting in September 2017 (exact date TBC but likely to be 13/14 September 2017)
- You to send a **minimum** of two communications to each of your tutees, either via email or via the online database (dependent on which progression programme you are supporting) each month between April 2017 and November 2017.
- To respond quickly and professionally to any message received from your tutee during their completion of the academic assignment.

Academic Assignment marking and feedback role

This role requires:

- You to view and comment on a draft version of your tutee's assignment for all allocated tutees and provide relevant and timely feedback to support their successful completion of the overall assignment.
- To keep records of all feedback and notes taken as part of your 1-2-1 meetings and comments given on draft assignments and feed this back in a timely manner either via email or through the online database to your tutees and the programme management teams.
- To keep a record of all communications/interaction with your tutees (either via email or through the online database) with regards to the completion of the academic assignment which can be made available upon request if needed to resolve and queries.
- To mark and give constructive feedback on submitted assignments for all allocated tutees either via the online database or via our internal blackboard system (dependent on supported progression programme).
- Be available to mark and upload your marks and comments onto the relevant support system during October/November 2017

Person Specification

The person specification below indicates the criteria that will be used in selecting Academic Assignment Tutors for briefing. It is therefore **essential** that you provide evidence of how you meet all the essential criteria in your covering letter. Please also list all subject areas you are happy to offer your support with in your cover letter.

Knowledge, skills and experience	Essential	Desirable
Current PhD student at the University of Leicester	X	
Available for the entire period of the contract (March 2017 to November 2017)	X	
Excellent oral and written communication skills	X	
Excellent interpersonal skills	X	
Ability to help and develop student's ideas and concepts	X	
Experience of marking to agreed assessment criteria, providing comments and feedback	X	
The ability to work independently following the briefing session	X	
The ability to use initiative and problem solve	X	
Experience of supporting student learning in an HE academic environment (seminars, tutor groups, labs etc.)		X
An awareness of issues relating to progression facing young people from groups currently under-represented in higher education		X
The ability to promote the benefits of a research intensive university		X
Experience of working with young people		X

Provisional subject areas of support needed in:

Based on initial analysis of the students interested and likely subject areas choices we are currently looking for tutors who could support the following subject areas:

Subject	No. of tutees expressing an interest
Architecture	1
Biological sciences	12
Chemistry/Biochemistry	2
English	3
Criminology	2
French	1
Food Science	1
Geography	1
Health and social care	1
History	2
Law	4
Medicine related topics	24
PE	1
Physics	1
Psychology	6
Travel, immigration or Maths	1
Maths	2
unknown	6

The deadline for submitting your completed application is:

Midday on Wednesday 8 March 2017

What next?

Following the application process, we will shortlist candidates and invite them to the compulsory briefing session on Wednesday 22 March 2017. Following successful completion of the briefing session we will confirm your recruitment as an academic tutor and complete any other requirements at that point. You will be matched with your tutees shortly after you receive confirmation of recruitment from us.