

Swydd Ddisgrifiad



Tiwtor Sgiliau Academaidd

Ysgol/Cyfarwyddiaeth	Gweithrediadau
Adran	Gwasanaethau Gwybodaeth
Teitl y Swydd	Tiwtor Sgiliau Academaidd
Gradd	O&A4
Yn atebol i	Rheolwr Cymorth Academaidd

Prif Atebolrwydd

Fel rhan o'r tîm Gwasanaethau Gwybodaeth, bydd y Tiwtor Sgiliau Academaidd yn chwarae rôl ganolog mewn darparu, cynnal a hwyluso profiad ac ymgysylltiad myfyriwr drwy ateb gofynion holl fyfyrwyr drwy gynnig amrywiaeth o wasanaethau Gwybodaeth cynhwysfawr yn canolbwyntio ar y cwsmer (gwybodaeth ddigidol a chorfforol). Bydd deiliad y swydd hefyd yn helpu i ddarparu amgylchedd dysgu cefnogol sydd yn sicrhau bod cefnogaeth barhaus ar gael i fyfyrwyr, a chyfrannu'n weithredol tuag at eu llwyddiant a chadw myfyrrwyr.

Cynnig sesiynau academaidd un i un, grŵp a dosbarth i amrywiaeth eang o fyfyrwyr a staff ar draws y Brifysgol, bydd deiliad y swydd yn cysylltu gydag adrannau academaidd, gwasanaethau proffesiynol ac Undeb Myfyrrwyr i hyrwyddo, monitro a datblygu adnoddau dysgu/gwasanaethau sgiliau academaidd yn effeithiol. Bydd hyn yn cynnwys bod yn bresennol mewn rhaglen neu gyfarfodydd ysgol, cyfarfodydd llais myfyrrwyr a fforymau perthnasol eraill.

Bydd deiliad y swydd yn cael eu hannog i gynorthwyo wrth ddatblygu ffyrdd arloesol, uchelgeisiol newydd o ddarparu cymorth sgiliau academaidd. Bod yn gyfranogwr gweithredol yn y gwasanaeth cwsmer/rotâu croesawu, bydd deiliad y swydd yn sicrhau bod Gwasanaethau Llyfrgell a Gwybodaeth yn ymatebol, effeithlon a phroffesiynol bob amser.

Tasgau Allweddol

Ymgysylltu'n effeithiol â Strategaeth y Brifysgol ar gyfer Cefnogi Dysgu a Chyflawniad Myfyrrwyr a'r Strategaeth Ddigidol i sicrhau bod gwasanaethau Dysgu Digidol yn cael eu darparu'n gyson ar draws y Brifysgol.

I helpu myfyrrwyr israddedig ac ôl-radd o bob disgyblaeth i gyrraedd eu gallu academaidd llawn drwy ddarparu tiwtorialau unigol, seminarau grŵp, cyflwyno yn y dosbarth, adnodau papur ac adnoddau ar y we

I ddarparu cyngor ac arweiniad i fyfyrwyr unigol ar lefelau gwahanol, ar amrywiaeth o sgiliau academaidd Cynorthwyo a chefnogi myfyrwyr i ddatblygu strategaethau dysgu unigol drwy ddysgu a datblygu sgiliau academaidd mewn mathemateg/llythrennedd, llythrennedd gwybodaeth, gallu digidol, ymchwil a dadansoddi, trefnu, rheoli amser a chymhelliant.

I fod yn aelod effeithiol o'r tîm sgiliau academaidd, gan ddarparu cymorth sgiliau academaidd ar draws campysau a lleoliadau. I weithio fel rhan o dîm i gyrraedd targedau a darparu cymorth pwrpasol i fyfyrwyr gydag agwedd ragweithiol at ddarparu gwasanaeth.

Ar y cyd â Rheolwr Datblygu Digidol a Chefnogi Prosiect a'r Rheolwr Dysgu Digidol, cyfrannu at ddatblygiad adnoddau ar-lein ac wedi eu hargraffu i danategu strategaethau'r Brifysgol i Gefnogi Dysgu a Chyflawniad, a chyfrannu at ddylunio a datblygiad adnoddau pendodol i danategu'r sgiliau academaidd. Bod yn gyfrifol am hyrwyddo sgiliau academaidd ar draws y campysau gan gynnwys defnyddio VLE, yr LMS, ag offer TEL eraill. Defnyddio'r VLE ac adnoddau eraill i greu a lledaenu offer dysgu a defnyddio cyfleoedd dysgu eraill i gefnogi darpariaeth sgiliau academaidd ar draws y Brifysgol.

Darparu gwasanaethau ymatebol a rhwydweithiol i sicrhau bod unrhyw newidiadau o fewn profiad myfyriwr yn cael eu hadlewyrchu yn y gwasanaethau a gynigir, a chymryd rôl weithredol i adolygu llwyddiant unrhyw newidiadau i ddarpariaeth gwasanaeth.

Cyfrannu at ddatblygiad a gweithrediad systemau effeithiol i gofnodi defnydd myfyrwyr o'r gwasanaeth sgiliau academaidd. Casglu a choladu data ar gysylltiadau myfyrwyr a chofnodi gwybodaeth benodol ar ddatblygiad/effaith dysgu myfyriwr.

Cynorthwyo mewn creu a datblygu awyrgylch dysgu effeithiol a chefnogol i holl fyfyrwyr, a chyfrannu at rotâu gwasanaeth cwsmeriaid Gwasanaethau Gwybodaeth gydag aelodau tîm eraill yn ôl y gofyn i sicrhau cymorth a gwasanaeth cwsmeriaid gwych.

Cynorthwyo'r Rheolwr Cymorth Academaidd i sicrhau bod casgliad yr adnoddau dysgu, yn ffisegol ac electronig, yn gyfoes a pherthnasol ac yn ateb gofyn yr holl staff a myfyrwyr a gofynion sgiliau academaidd.

I gyflawni dyletswyddau a phrosiectau gweinyddol priodol fel y cyfarwyddir gan y Rheolwr Cymorth Academaidd gan gasglu gwerthusiad ac adborth i gefnogi datblygiad y gwasanaeth yn y dyfodol.

Cysylltu gydag aelodau tîm, Penaethiaid a Phennaeth Cyswllt Ysgol, timau academaidd a staff proffesiynol i fonitro a sicrhau bod adnoddau dysgu a sgiliau academaidd yn berthnasol i'r cwricwlwm ac yn cael eu hymgorffori yn y Brifysgol.

I gefnogi staff academaidd ar sut i ymgorffori sgiliau academaidd yn eu haddysgu a datblygu adnoddau ar gyfer ymgorffori sgiliau academaidd mewn rhaglenni academaidd. I ddarparu cefnogaeth barhaol a chyngor, gan ddiweddarau staff academaidd efo datblygiadau'r sector

Nodweddion Arbennig

Gall fod angen cefnogaeth gyda'r nos, ar benwythnosau neu y tu allan i oriau swyddfa o bryd i'w gilydd. Felly mae angen agwedd hyblyg at oriau gwaith.

Efallai y bydd yn ofynnol i ddeiliad y swydd ymweld â phob campws a sefydliadau partner yn achlysurol.

Amrywiol

Ymddwyn mewn modd proffesiynol bob amser a chynnal cyfrinachedd gwybodaeth.

Cynnal ymwybyddiaeth briodol o bolisiâu a gweithdrefnau'r Brifysgol a gweithio'n effeithiol oddi mewn iddynt, gan gymryd rhan mewn prosesau priodol, h.y. Adolygiad Datblygiad Perfformiad, datblygiad proffesiynol parhaus.

Glynu at bolisi Cydraddoldeb ac Amrywiaeth y Brifysgol i staff a myfyrwyr a gweithredu yn unol â Deddf Gydraddoldeb 2010.

Parodrwydd i gymryd cyfrifoldeb lle bo angen.

Cyflawni dyletswyddau eraill yn achlysurol, nad ydynt yn cael eu cynnwys uchod ond a fydd yn gyson â'r swydd a'r radd.

Adolygu:

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei gyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori unrhyw newidiadau rhesymol lle bo'r angen, mewn ymgynghoriad â deiliad y swydd.

Manyleb Person

Tiwtor Sgiliau Academaidd



Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn cwrdd â'r holl feini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn defnyddio'r meini prawf dymunol i lunio rhestr fer.

Meini Prawf Dethol					
Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	Dull ysgrifennu academaidd gwych a'r gallu i gynhyrchu adroddiadau ysgrifenedig o safon uchel a deunyddiau eraill.	C/Ff/Rh	H
		1.2	Sgiliau cyfathrebu rhagorol gyda sgiliau rhyngpersonol datblygedig	C/Ff/G	H
		1.3	Gallu i gyflawni lefel uchel o ganlyniadau, gweithio at derfynau amser a bod yn broffesiynol bob amser.	C/Ff/G	H
		1.4	Gallu gweithio'n hyblyg mewn amgylchedd dynamig	C/Ff/G	H
		1.5	Gallu gweithio'n dda mewn tîm	C/Ff/P	H
		1.6	Gweithio'n dda mewn tîm	C/Ff	H
		1.7	Sgiliau gwasanaeth cwsmer gwych	P	H
		1.8	Sgiliau arddangos rhagorol Sgiliau TG da gan gynnwys gwybodaeth gyfredol o MS Office a llwyfannau cyfryngau cymdeithasol	Ff/T	H
2	Gwybodaeth Gyfredinol ac Arbenigol	2.1	Gwybodaeth, dealltwriaeth a phrofiad o'r cyd-destun sgiliau academaidd/gwybodaeth llyfrgell yn yr amgylchedd dysgu ôl-16	C/Ff	H
		2.2	Gwybodaeth o ddatblygiad dysgu a dulliau o wella sgiliau academaidd mewn addysg uwch	C/Ff	H
3	Addysg a Hyfforddiant	3.1	Gradd israddedig neu uwch	Ff/T	H
		3.2	Cymhwyster addysgu neu barodrwydd i ymgymryd â chymhwyster TAR/Academi Addysg Uwch o fewn 12 mis wedi cychwyn y swydd	Ff/T	D

		3.3	Aelodaeth mewn corff proffesiynol perthnasol megis Sefydliad Siartredig o Wybodaeth a Gweithwyr Proffesiynol Llyfrgell (CILIP) neu ALDinHE	Ff/T	H
4	Profiad Perthnasol	4.1	Profiad o ddarparu sgiliau academaidd / llythrennedd gwybodaeth i grwpiau amrywiol o fyfyrwyr	C/Ff/Rh	H
		4.2	Profiad o weithio gydag unigolion mewn ymgynghoriadau un i un yng nghyd-destun yr adnodd dysgu/sgiliau academaidd	C/Ff	H
		4.3	Profiad o weithio mewn awyrgylch addysg bellach neu uwch	C/Ff	D
		4.4	Profiad o wasanaeth cwsmer	C/Ff	H
		4.5	Profiad o weithio fel aelod o dîm	C/Ff/G	H
		4.6	Profiad o weithio mewn llyfrgell a'r sector gwybodaeth	C/Ff	H
5	Gofynion Arbennig	5.1	Asesiad yn erbyn cymwyseddau'r Gronfa Wybodaeth a Sgiliau Proffesiynol CILIP www.cilip.org.uk/professional-knowledge-skills-base	Ff/T	D
		5.2	Gallu cyfathrebu trwy gyfrwng y Gymraeg	Ff/C	D

Allwedd	Dull Adnabod	Ff	Ffurflen Gais
		C	Cyfweliad
		P	Prawf
		T	Copi o Dystysgrifau
		Rh	Rhoi Cyflwyniad
		G	Asesiad Grŵp
	Pwysigrwydd	H	Hanfodol
		D	Dymunol

Job Description



Academic Skills Tutor

School/Directorate	Operations
Section	Information Services
Job Title	Academic Skills Tutor
Grade	O&A4
Reports To	Academic Support Manager

Principal Accountabilities

As part of the Information Services team, the Academic Skills Tutor will play a pivotal role in providing, maintaining and enhancing the student experience and engagement by meeting the needs of all students through the delivery of a comprehensive range of customer focused Information services (digital and physical information). The post holder will also help to provide a supportive learning environment that ensures the on-going support to students, actively contributing to their success and retention.

Delivering one-to-one, group and classroom academic skills sessions to a diverse range of students and staff throughout the University, the post holder will liaise with academic departments, professional services and the Students Union to promote, monitor and develop learning resource/academic skills services effectively. This will include attending programme or school meetings, student voice meetings and other relevant fora.

The post holder will also be encouraged to assist in the development of new innovative and ambitious ways of providing academic skill support. Being an active participant in the customer service/welcome rotas, the post holder will ensure Library and Information Services are responsive, efficient and professional at all times

Key Tasks

To engage effectively with the University's Strategy for Supporting Student Learning and Achievement and Digital Strategy to ensure consistent delivery of academic skills services across the University

To help undergraduate and post graduate students across all disciplines to reach their full academic potential through the provision of individual tutorials, group seminars, classroom delivery, paper-based resources and web resources

To provide advice and guidance to individual students at different levels, on a range of academic skills. Assist and support students to develop individual learning strategies by teaching and

developing academic skills in maths/literacy, information literacy, digital capability, research and analysis, organisation, time management and motivation.

To be an effective member of the academic skills team delivering academic skills support across campuses and sites. To work as part of a team to meet targets and deliver appropriate support for students with a proactive attitude to service delivery.

In conjunction with the Digital Development and Project Support Manager and the Digital Learning Manager, contribute to the development of printed and online resources to underpin the University's strategies for Supporting Learning and Achievement, and contribute to the design and development of specific resources to underpin academic skills. To be responsible for promotion of academic skills services across campuses including the use of VLEs, the LMS, and other TEL tools. To utilise the VLE and other resources to create and disseminate learning objects and use other learning opportunities to support academic skills provision across the University

To provide reactive and proactive services to ensure any changes within the student experience are reflected in the services provided and take an active role in reviewing the success of any changes to service provision.

Contribute to the development and implementation of effective systems for recording student usage of the academic skills service. Collect and collate data on student contacts and record specific information on student progress/learning impact.

To assist in creating and developing an effective and supportive learning environment for all students and along with all other team members, contribute to the Information Services customer service rotas as required to ensure excellent front facing customer services and support.

To assist the Academic Support Manager in ensuring that the learning resources collection, both physical and electronic, is current and relevant and meets the needs of staff and students and their academic skills requirements.

To carry out appropriate administrative duties and projects as directed by the Academic Support Manager to include service evaluation and feedback is gathered to assist future service development.

To liaise with team members, Heads and Associate Heads of School, academic teams and professional staff to monitor and ensure that learning resources and academic skills are promoted relevant to the curriculum and effectively embedded throughout the University.

To support academic staff on how to embed academic skills in their teaching and develop resources for embedding academic skills in academic programmes. To deliver on-going support and advice, keeping academic staff abreast of sector developments

Special Features

Evenings, weekend or out of hours' support may be required from time to time. Flexible approach to working hours is therefore required.

There will be a requirement for the post holder to visit all campuses and occasionally partner organisations

Miscellaneous

To act in a professional manner at all times and maintain confidentiality of information.

Maintain appropriate awareness of and work effectively within the University's policies and procedures, participating in appropriate processes, i.e. Performance Development Review, continuing professional development.

Adhere to the University's Equality and Diversity policy for staff and students and operate in accordance with the Equality Act 2010.

Willingness to take responsibility where necessary.

Perform other duties occasionally which are not included above but will be consistent with the role and grade.

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 job holder.

Person Specification

Academic Skills Tutor



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.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Excellent academic writing style and ability to produce a high standard of written reports and other materials.	I/A/P	E
		1.2	Excellent communication skills with well-developed inter-personal skills.	I/A/G	E
		1.3	Ability to deliver a high level of results, meeting deadlines and being professional at all times	I/A/G	E
		1.4	Ability to work flexibly in a dynamic environment	I/A/G	E
		1.5	Good team player	I/A/T	E
		1.6	Excellent customer service skills	I/A	E
		1.7	Excellent presentation skills	P	E
		1.8	Good IT skills including a working knowledge of MS Office and social media applications	A/C	E
2	General & Specialist Knowledge	2.1	Knowledge, understanding and experience of the library and information/academic skills context in the post 16 learning environment	I/A	E
		2.2	Knowledge of learning development and methods of improving academic skills in higher education	I/A	E
3	Education & Training	3.1	Undergraduate degree or higher	A/C	E
		3.2	Teaching qualification or willingness to undertake PGCE/HEA within 12 months of starting post	A/C	D
		3.3	Membership of a relevant professional body such as the Chartered Institute of Information and Library Professionals (CILIP) or ALDinHE	A/C	E

4	Relevant Experience	4.1	Experience of delivering information literacy/academic skills to diverse groups of students	I/A/P	E
		4.2	Experience of working with individuals in one-to-one consultations in the learning resource/academic skills context	I/A	E
		4.3	Experience of working in a further or higher education environment	I/A	D
		4.4	Customer service experience	I/A	E
		4.5	Experience of working as part of team	I/A/G	E
		4.6	Experience of working in a library and information sector	I/A	E
5	Special Requirements	5.1	Assessment against CILIP Professional Knowledge and Skills Base competencies www.cilip.org.uk/professional-knowledge-skills-base	A/C	D
		5.2	The ability to communicate in the medium of Welsh	A/I	D

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable