



## **ST HUGH'S COLLEGE, OXFORD**

### **Learning Development and Support Tutor (Stipendiary Lectureship, 6 hours per week)**

#### **Job Description and Selection Criteria**

St Hugh's College is seeking to appoint a Learning Development and Support Tutor to start on 10 April 2023 or as soon as possible thereafter. The post plays an important role in the College's ongoing commitment to increasing and improving student support. The College is committed to providing an equitable and inclusive learning environment and recognizes the need to continue to act to sustain this. The appointment will be for three years subject to a satisfactory review to be conducted during the first year in post. There is the possibility of renewal thereafter.

The appointee will work alongside academic tutors and with other key staff to facilitate the continuous development of the learning environment and of student academic support at St Hugh's. There is a particular need for support for students who find the transition from secondary education to university challenging. Such students are intelligent and highly motivated but need assistance managing a new degree of academic independence. The University has also identified attainment gaps between different groups of students and the appointee will contribute to measures the College identifies as necessary to reduce these.

In addition to its extensive outreach work with schools, St Hugh's participates in a number of University-led admissions schemes to help increase the diversity of its student body (notably [Opportunity Oxford](#) and the [Astrophoria Foundation Year](#)). The College's admissions policy recognizes the need to work actively to identify potential in applicants whose backgrounds are identified by the University's criteria as less advantaged. The Learning Development and Support Tutor contributes significantly to the ways in which the College ensures that all students receive appropriate ongoing assistance after they have begun studying for their degrees.

#### **The Role**

- The appointee will design and deliver study- and learning-skills training, primarily for undergraduate students at all levels.
- The appointee will provide tailored support for individuals (responsive both to student demand and tutors' requests) as well as skills training in groups to address areas that students routinely identify as necessary, especially at predictable key points in the year.

- They will provide structured, practical, and imaginative support for the College's students in the full range of disciplines – humanities, sciences, and social sciences: their work is *not* intended to replace academic tuition or provide subject-specific supplementation.
- They will be expected to manage their time so as to maximize the reach and effectiveness of the role.
- Their work will be informed by up-to-date knowledge of research in this field.
- The appointee will have access to the College's contacts at the University's Language Centre (to support students with English as a Foreign Language).
- They will also be able to refer students for Specific Learning Difference assessment with the Disability Advisory Service where appropriate.
- They will work closely with the Senior Tutor and the Academic Registrar to maximize the reach and effectiveness of the role.

The focus for this provision will be on generic learning and study skills. These will include (but are not restricted to): academic writing (essays, gobblets, and other forms), reading techniques, note-taking (in lectures and from reading), good academic practice (including the avoidance of plagiarism), planning and prioritizing, referencing, use of libraries, best exploitation of online resources, use of recorded lectures, approaches to scientific problem-sets, deadline management, revision guidance, examination preparation, online submission of coursework, remote learning, etc.

There is evidence of a demand for learning support for the College's graduate community. The appointee will be encouraged to keep these requirements under review, adjust their focus accordingly should there prove to be an increasing need for support in this area, and discuss any emerging needs with the Senior Tutor.

The support needs of students studying (for example) STEM subjects and Humanities subjects are different in nature, so it may be that a single individual feels they cannot support the whole range of St Hugh's students to an equal extent. The College would welcome initiatives from the appointee to address this, including proposals for partnerships and time-sharing with others with different academic backgrounds who hold in similar roles in other Colleges or elsewhere.

The appointee will report to the Senior Tutor and will work with Tutorial Fellows and College Lecturers, including the Tutor for Equality, Diversity, and Inclusion. They will also be expected to liaise with the College Welfare, Library, Outreach, Communication, and other teams as necessary. They may be asked to make periodic written reports available to key College committees.

### **Terms and Conditions**

The basic stipend will be according to the Senior Tutors' Committee recommended scale for full-time stipendiary lecturers with a teaching stint of 6 hours per week: £14,381–£16,174 per annum (actual salary), depending on experience.

While there will often be a need to support students during vacations (largely online), it is anticipated that the majority of the contracted hours will be delivered during term. Time-

management for the role will be agreed with the Senior Tutor. There is no research component to this role and no entitlement to sabbatical leave.

Contributory membership of USS (the Universities Superannuation Scheme) is also offered.

The appointee will be entitled to three free meals per week at the common table when the College kitchens are open.

The start date for the appointment is by mutual agreement, although the College is keen to make an appointment for Trinity Term 2023. A phased start to the post will be considered. The appointment will be for three years in the first instance, subject to a satisfactory review to be conducted during the first year. There is the possibility of renewal thereafter. The notice period is three months.

*Other benefits and entitlements:*

- The appointee will be allocated a room in college (which may be shared) and will be able to book larger spaces when necessary.
- Computing equipment appropriate for the role will be provided in line with the College's IT policies.
- The appointee will be a member of the St Hugh's Senior Common Room.

Appointments will be subject to the provision of proof of the right to work in the UK. To comply with UK employment legislation successful candidates will be required to provide documentary evidence of their eligibility for employment before starting work with the College. Further information is available at <https://www.gov.uk/browse/visas-immigration>.

## **Selection Criteria**

Candidates will be assessed on the basis of the criteria set out below. They should ensure that their application documentation addresses these directly.

*Essential criteria:*

- A university degree (BA, BSc or equivalent, or higher, UK or overseas).
- Strong organisational skills and the ability to manage, proactively and reactively, diverse and shifting priorities.
- Experience of working with students to support learning skills.
- A demonstrated commitment to fair access and inclusive pedagogies and familiarity with relevant policy and theoretical materials to support their delivery.
- Evidence of flexibility with respect to learning support in a changing environment.
- Evidence of the ability to work cooperatively with academic and administrative staff in the delivery of student support.
- Strong written and oral communication skills including fluent English (written and spoken, although not necessarily as a native speaker).

- A demonstrable awareness of and interest in the importance of equality, diversity, and inclusion in all aspects of academic life.

*Desirable criteria:*

- Experience of working with students from groups currently under-represented in higher education and at Oxford and/or with students transitioning from secondary to higher education.
- Knowledge of the University's teaching and admissions practices.
- Familiarity with assistive technology to help students work and study more efficiently.
- Evidence of familiarity with current University policy on how to ensure learning materials are optimized for the full range of potential users (to be able to advise tutors in this respect).
- Completed masters or doctoral degree, or enrolment for such a degree, or a PGCE or experience of teaching at Key Stage 5.

## Application Process

Applicants should submit the following by email to the Academic Registrar ([college.office@st-hughs.ox.ac.uk](mailto:college.office@st-hughs.ox.ac.uk)):

- An application cover sheet (available from the College website: <https://www.st-hughs.ox.ac.uk/vacancies/>) – this also asks for the names of TWO referees whom you should ask to submit references to the same email address by the closing date.
- An up-to-date *curriculum vitae*.
- A covering letter (maximum of two A4 pages) showing how the selection criteria are fulfilled and outlining the candidate's experience and understanding of the needs of this post. The post is a new one, so this letter should also indicate how the applicant proposes to shape it to the best advantage of a range of students.

Informal inquiries may be made to the Senior Tutor ([robert.vilain@st-hughs.ox.ac.uk](mailto:robert.vilain@st-hughs.ox.ac.uk)). These will not influence the selection and appointment procedure in any way.

The closing date for receipt of applications AND references is **midday on Monday 27 March 2023**. We hope to interview via Microsoft Teams on **Friday 31 March**.

Candidates are encouraged to complete a Recruitment Monitoring Form, available from <https://www.st-hughs.ox.ac.uk/vacancies/>, which will assist the College with monitoring equal opportunities in recruitment. The information given is not used in recruitment decisions and is strictly confidential: is it used purely for statistical purposes and to ensure that policies are being applied fairly. The DDF should be emailed **separately** from your application to [hr@st-hughs.ox.ac.uk](mailto:hr@st-hughs.ox.ac.uk).

As part of our diversity strategy, the College is actively seeking applicants from groups that are currently under-represented within our academic staff, in particular black and minority ethnic candidates, and women of all ethnicities.