

## **Job Detail**

(Overview, Role Detail and Person Specification)

# Salford Business School

## **Academic Personal Tutor – Grade 7**

**(Ref: MPF4075)**

**Role Title: Academic Personal Tutor**  
**Reports To: School Lead Student Experience**

## **Overview**

This is an exciting time to join Salford. The University has a growing student population of over 21,000 and is investing in developing new student and staff facilities. The University is pursuing a strategic plan that emphasises industry collaboration and 'real world' objectives: education for employment, research for the real world and exceptional partnership with business. This is recognised in the University's vision: By pioneering exceptional industry partnerships we will lead the way in real world experiences preparing student for life. Our vision is being delivered by prioritising industry collaboration, where the University is developing close working partnerships with industry that directly impact both the student experience and our research. As an institution, we are committed to delivering an excellent student experience focused on student success and ensuring that every student we recruit has equality of opportunity.

Salford Business School plays a central role in delivering this strategy and has a clearly articulated aim to:

- provide an outstanding student experience through impactful and innovative teaching, learning and assessment underpinned by personalised support and tailored stretch;
- be a valued partner to industry and our region through the co-creation of innovative solutions to real-world problems;
- collaborate in interdisciplinary research and enterprise activity relating to data analytics, project management, operations management, process optimisation, disruptive business models, and the legal and ethical issues associated with AI and robotics.

Salford Business School has around 130 staff and over 4,000 learners in Salford, with as many again studying with our regional and overseas partners. The School is organised into two directorates. Business 4.0 and the second directorate houses Law, Economics, Accounting and Finance (LEAF).

We work closely with a range of PSRBs and are accredited by the Small Business Charter, confirming our role in supporting local and regional SMEs; key postgraduate programmes are accredited by EPAS. We are also in the process of seeking other accreditations in line with our strategic priorities and goals. Salford Business School offers undergraduate, postgraduate and research programmes in all the key functional areas of business and management, as well as finance and law. We are currently extending our portfolio of programmes with exciting and flexible developments around degree apprenticeships and multi-disciplinary educational partnerships. We are also seeking to strategically expand our academic staffing to support the School's ambitious plans for growth and diversification.

For further information, please contact: Prof Vish Maheshwari, Associate Dean Academic – Student Experience, Salford Business School; e-mail: [V.Maheshwari@salford.ac.uk](mailto:V.Maheshwari@salford.ac.uk)

## Role Detail

### Role Purpose

Salford Business School is looking to appoint a Academic Personal Tutor roles on a fixed term contract basis. Role holders will play a key role in supporting undergraduate students in transitioning into Higher Education from a range of backgrounds. Academic Personal Tutors will offer academic support through Salford's personal tutoring approach and the use of Academic Progress Reviews. Role holders will build on the generic support available via Uniskills, the support offered by the Academic Personal Tutors will support assessment engagement and success, moreover, activity will be timetabled on a weekly basis that aligns undergraduate academic journey. Additionally, Academic Personal Tutors will support academic delivery as part of the completion of PGCAP.

### Responsibilities

Main Duties and Responsibilities of the post are as follows:

- To promote an excellent student experience for our undergraduate student community that enables every student to reach their full potential
- To develop and deliver a schedule of structured weekly support activity both on-campus and virtual delivery
- Undertake Academic Progress Reviews to identify individual and wider undergraduate student development working in conjunction with academic staff, particularly Programme Leaders
- To provide, as appropriate, individual tutorial support for students and/or refer them to specialist support
- To become familiar with the undergraduate academic lifecycle to ensure skill development is delivered at the point of need
- To liaise and co-ordinate with programme teams, Student Progression Administrators, and central support services, including Uniskills, to ensure a co-ordinated approach to pastoral, discipline, and academic support
- To contribute to the creation and development of contextualised academic support materials relevant to business and management students, using appropriate teaching and learning and interculturally responsive pedagogies
- To contribute to the creation and enhancement of the undergraduate student community in the School of Business
- To design, mark and give prompt and appropriate feedback on a range of diagnostic and formative assessments relating to critical analysis, academic writing, etc.
- Facilitate student integration with peers
- To participate in relevant team and programme meetings and discussions

- To ensure the implementation of the University's policies and regulations within the remit of the postholder's duties
- To undertake other duties commensurate with the level of the post and as directed by the School Lead for Student Experience and Associate Dean Student Experience
- To perform any other duties appropriate to the grade as may be required by the Dean of School, Deputy Dean, etc.
- To comply with the personal health and safety responsibilities specified in the University's Health and Safety policy
- To engage with the University's commitment to put our students first and deliver services which are customer-orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role
- To promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

## Person Specification

### Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	Hold a Postgraduate Certificate of Academic Practice or equivalent higher education teaching qualification or have a commitment to enrol and complete the University programme during their contract.	E	A
2	A first degree in a business related subject	E	A
3	A post graduate degree in a business related subject	E	A

### Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
3	Experience of undergraduate or postgraduate teaching in Higher Education	D	A / I / P
4	Experience of delivering blended and/or distance learning activities to international students	D	A / I / P

### Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
5	Current issues and priorities relating to students transitioning into higher education and the conventions of UK HE	E	A / I
6	Supporting students in improving academic study skills through contextualised core academic skills	E	A / I

### Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
7	Excellent communication, mentoring, interpersonal and team working skills	E	A / I / P
8	Outstanding delivery of support of learning to students in order to maximise their academic potential	E	A / I / P
9	The ability to motivate, coach and support students and have knowledge of individual learning styles and development needs	E	A / I / P
10	A firm commitment to personal and professional development	E	A / I / P
11	Ability to manage quality procedures within an HE environment at programme and module level	D	A / I / P

**A = Application form, I = Interview, P = Presentation, T = Test**

Details of any assessments required will be provided in the invitation to interview letter.

- Appointments to grades 1 to 6 will normally include a competency based interview and work based simulation exercise
- Appointments to grade 7 and above will normally include a competency based interview and presentation and in some instances a work based simulation exercise.

### **Candidate guidance**

**\*\*In order to fully meet the essential criteria candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient, you must provide a clear example to show how you have met each of the criterion you address\*\*.**

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