

Swydd Ddisgrifiad

Prifysgol Wreccsam Wrexham University



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

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 myfyriwr.

Cynnig sesiynau academaidd un i un, grŵp a dosbarth i amrywiaeth eang o fyfyrwyr a staff ar draws y Prifysgol, bydd deiliad y swydd yn cysylltu gydag adrannau academaidd, gwasanaethau proffesiynol ac Undeb Myfyriwr 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 myfyriwr 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, wrth weithio ochr yn ochr â chydweithwyr mewn Adnoddau Dysgu a Dysgu Digidol.

Tasgau Allweddol

Ymgysylltu'n effeithiol â'r Fframwaith Dysgu Actif (ALF) a Strategaeth y Prifysgol ar gyfer Cefnogi Dysgu a Chyflawniad Myfyriwr a'r Strategaeth Ddigidol i sicrhau bod gwasanaethau sgiliau academaidd yn cael eu darparu'n gyson ar draws y Prifysgol.

I helpu myfyrwyr israddedig ac ôl-radd o bob disgyblaeth i gyrraedd eu gallu academaidd llawn drwy ddarparu tiwtorialau unigol, seminarau grŵp, cyflwyno yn y dosbarth, adnoddau 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 llythrennedd gwybodaeth, gallu digidol, ymchwil a dadansoddi, trefnu, rheoli amser a chymhellian

I fod yn aelod effeithiol o'r tîm sgiliau academaidd, gan ddarparu cymorth sgiliau academaidd ar draws campysau a lleoliadau dros Teams. 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 ddyllunio a datblygiad adnoddau penodol 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.

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.

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 achlsurol.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a gynhwysir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn perthynas â pheryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo gofal cwsmer o ansawdd yn eu maes cyfrifoldeb eu hunain.

Mae hi'n ofynnol bod staff yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Dylai holl staff y Brifysgol hyrwyddo ymddygiad iach, iechyd meddwl cadarnhaol a llesiant.

Disgwylir i ddeiliaid swydd gydymffurfio â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda'r gwaith o fonitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau ei fod yn cael ei gefnogi'n ddigonol mewn perthynas â'i gyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn fynegol, nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygu

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

Tiwtor Sgiliau Academaidd

Teitl y Swydd:

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chymaint 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 llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol

| Priodoleddau | Eitem | Meini Prawf Perthnasol | Dull Adnabod | Pwysigrwydd | |
|--------------|-------------------------------------|------------------------|---|-------------|---|
| 1 | Sgiliau a Gallu | 1.1 | Dull ysgrifennu academaidd gwyh 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 | Gweithio'n dda mewn tîm. | C/Ff/P | H |
| | | 1.6 | Sgiliau gwasanaeth cwsmer gwyh. | C/Ff | H |
| | | 1.7 | Sgiliau arddangos rhagorol. | P | H |
| | | 1.8 | Sgiliau TG da gan gynnwys gwybodaeth gyfredol o MS Office, Teams a llwyfannau cyfryngau cymdeithasol. | Ff/T | H |
| 2 | Gwybodaeth Gyffredinol 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 |

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| | | 2.2 | Gallu cyfathrebu trwy gyfrwng y Gymraeg. | C/Ff | D |
| | | 2.3 | Gwybodaeth o ddatblygiad dysgu a dulliau o wella sgiliau academiaidd mewn addysg uwch. | Ff/C | H |
| 3 | Addysg a Hyfforddiant | 3.1 | Gradd israddedig neu uwch. | Ff/T | H |
| | | 3.2 | Cymhwyster addysgu neu barodrydd 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 | D |
| 4 | Profiad Perthnasol | 4.1 | Profiad o ddarparu sgiliau academiaidd / 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 academiaidd. | 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 |

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| 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



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|---------------------------|--------------------------|
| Faculty/Department | Operations |
| Section | Information Services |
| Job Title | Academic Skills Tutor |
| Reports to | Academic Support Manager |
| Grade | O&A4 |

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, working alongside colleagues in Learning Resources and Digital Learning.

Key Tasks

To engage effectively with the Active Learning Framework (ALF) and 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 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, including Plas Coch, St Asaph, Northop and Regent Street, as well as via Teams. 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.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

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

Job Title: **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. | A, I, P | E |
| | | 1.2 | Excellent communication skills with well-developed inter-personal skills. | A, I, G | E |
| | | 1.3 | Ability to deliver a high level of results, meeting deadlines and being professional at all times. | A, I, G | E |
| | | 1.4 | Ability to work flexibly in a dynamic environment. | A, I, G | E |
| | | 1.5 | Good team player. | A, I, T | E |
| | | 1.6 | Excellent customer service skills. | A, I | E |
| | | 1.7 | Excellent presentation skills. | P | E |
| | | 1.8 | Good IT skills including a working knowledge of MS Office, Teams 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. | A, I | E |
| | | 2.2 | The ability to communicate in the medium of Welsh. | A, I | D |
| | | 2.3 | Knowledge of learning development and methods of improving academic skills in higher education. | A, I | E |

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| 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 | D |
| 4 | Relevant Experience | 4.1 | Experience of delivering information literacy/academic skills to diverse groups of students. | A, I, P | E |
| | | 4.2 | Experience of working with individuals in one-to-one consultations in the learning resource/academic skills context. | A, I | E |
| | | 4.3 | Experience of working in a further or higher education environment. | A, I | D |
| | | 4.4 | Customer service experience. | A, I | E |
| | | 4.5 | Experience of working as part of team. | A, I, G | E |
| | | 4.6 | Experience of working in a library and information sector. | A, I | E |
| Date of Revision | | | | | |

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

