**The Register of Support Providers at Queen’s University**

**Study Skills Tutor**

**Role Purpose**

To provide one-to-one study skills tuition to students with disabilities.

**Main Duties**

* To help students develop learning strategies to overcome difficulties associated with their disability. This may include coaching in some or all of the following areas:
  + essay writing and examination techniques;
  + research skills;
  + strategies for effective time management;
  + organisational skills;
  + revision, mind mapping and exam preparation skills;
  + proof reading.
* To work with the student to identify and help overcome disability related-difficulties but not to provide subject-specific tuition.
* To provide confidential support to disabled students on a one-to-one basis in a neutral, public space.
* To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner.
* To adhere to the Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

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**Study Skills Tutor**

**Person Specification**

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| **Educational and Professional Qualifications** | Essential | Educated to degree level or equivalent. |
| **Previous Experience / Training** | Essential | Experience of undertaking study skills tuition at FE/HE level  *and/or* Experience as a lecturer or Teaching Assistant or similar at FE/HE level. |
| Desirable | Experience of working with disabled students. |
| **Job Related Achievements** | Essential | Good organisational skills. |
| **Inter-personal Skills** | Essential | Excellent communication skills, both oral and written.  Awareness of confidentiality.  Good interpersonal skills. |
| Desirable | Ability to devise creative problem-solving strategies. |
| **Special Factors** | Desirable | Flexibility over working hours. |