



# Job Description: Study Skills Mentor – 22 hours per week (Term Time plus 2 weeks)



**Study Skills Mentor – 22 hours per week  
(Term Time plus 2 weeks)  
REF: LLC009-739**

**The role:**

The Study Hubs at the College house a comprehensive range of learning resources, including books, magazines, and journals, both in paper-based and electronic formats. Students and staff are able to utilise these spaces to facilitate learning and access support to improve their digital and academic study skills to support them in the completion of their assignments and preparation for examinations. PCs, MACs and laptops are available for staff and students to use in a modular environment.

This role is essential to support independent learning across all curriculum areas. The role will include encouraging and guiding students and staff of the College on how to access, retrieve and use relevant learning materials, as well as ensuring the smooth running of the Study Hub. Additionally, the role will include the creation and promotion of relevant resources for staff and student use to support learning and development. The successful applicant will possess a good understanding of Study Skills and the ability to help staff and students access resources including Microsoft Office, web-based media, Teams and other interactive resources.

**Responsible to:**

The postholder is responsible to the Head of Studies.

**Key Accountabilities and Responsibilities:**

- To facilitate student learning by guiding, advising, informing and demonstrating a wide range of digital and study skills.
- To deliver tailored study and digital skills sessions to groups and individuals, both on-site and online.
- To support the improvement of digital and academic skills including referencing, researching, assignment writing, revision techniques and the use of various IT packages
- To Support and advise students and staff on accessing, retrieving and using learning resources.
- To Conduct relevant induction sessions for students on an individual basis as necessary
- To complete ad hoc library duties as and when required
- To research and promote interactive teaching and learning resources for use by teaching staff and students and to support staff in the development of interactive and innovative learning materials for their subjects
- To create materials and content to be added to the Study Hub website and social media pages in line with key events and updates

- To devise and produce interactive materials and handouts for use by students and staff to promote skills development in a variety of formats
- To promote and guide access to, and support with, the physical and electronic resources available to support study
- To promote the importance of English and Maths across all subjects and facilitate support for English and Maths within the study hubs
- To support the use of the Heritage Library Circulation system to administer resources in a timely and organised manner with the support of the Library Adviser to ensure students have access to up to date and relevant resources for their curriculum area.
- To undertake student account management including password changes, account adjustments and print credit updates.
- To ensure the Study Hubs provide an excellent standard of service to all staff and students.
- To maintain discipline, order, and safety in the Study Hubs
- To keep systematic records of support and interventions with students and work alongside curriculum and support teams to ensure all students are supported to reach their potential.
- To participate in the promotional activities for the Study Hubs.
- To attend curriculum and Study Hub meetings and training sessions when appropriate.
- To be responsible when required for handling money and financial transactions from users.
- To provide support in any of the Study Hubs as and when directed, across both sites.
- To maintain the learning environment in accordance with health & safety and curriculum requirements.
- To comply with the College’s Equal Opportunity Policy.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of an appropriate qualification in ICT or related digital or media technologies at Level 3 or equivalent.	E	A

Level 2 in English/Literacy (or willingness to undertake training and qualification as directed by the line manager).	E	A
Level 2 in Maths/Numeracy (or willingness to undertake training and qualification as directed by the line manager).	E	A
Relevant training undertaken within the last 12 months.	D	A

<b>Experience</b>		
Proven ability to facilitate learning	E	A
Proven information retrieval skills using electronic and paper-based resources	D	A/
Experience of supporting learners to engage in their learning in a positive and structured environment	E	A
Fully competent in using the Internet, on-line databases and other online media	E	A
Experience of creating support materials for Study skills materials	D	A
Experience of working in the customer focused post-16 educational sector or commercial/ industrial training.	D	A
A thorough understanding of Microsoft Office and other relevant software to be able to support the Colleges users	E	A
An understanding of the Heritage Library Circulation system to be able to administer resources	D	A

<b>Knowledge, Skills and Attributes</b>		
The willingness to be flexible and work as part of a team	E	A
Excellent interpersonal skills to deal professionally with all levels of key stakeholders in the organisation	E	A
Excellent communication skills both written and oral	E	A/I
Ability to work flexibly outside normal College hours when required	E	A
A commitment to ongoing professional development	E	A
Good analytical thinking and problem solving skills.	E	A/I
Demonstrate drive and ability to use own initiative to solve practical problems without supervision	E	A/I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Be prepared to undertake staff development	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

**Salary:**

£12,239.69 to £12,432.96 per annum

Study Skills Mentor – 22 hours per week

(For information, the full-time equivalent is £24,888.00 to 25,281.00 per annum)

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.

### Summary of Terms and Conditions of Employment:

There will be an annualised working year of 779 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' (142 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2<sup>nd</sup> week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

**Deadline for receipt of applications: Monday 6<sup>th</sup> January 2025 (10:00am)**

Interviews will be held:

Within one month of closing date

### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.



Study Skills Mentor – 22 hours per week