

North East Uni Connect FutureMe Tutor Job Description and Person Specification

POST TITLE:	FutureMe Tutor
SALARY:	£13.44 per hour
RESPONSIBLE TO:	Uni Connect Project Coordinator
JOB PURPOSE:	To provide small group tutoring support to young people in local schools to enhance foundational literacy skills.

Main Purpose

The national Uni Connect Programme funded by the Office for Students' (OfS) aims to support young people from underrepresented groups in making informed choices about higher education options and minimising barriers to progression, including academic attainment. The North East Uni Connect programme involves all colleges and universities in the North East region working together to deliver a sustained and progressive programme of support, including FutureMe Tutoring.

The FutureMe Tutor will deliver a structured tutoring and engagement programme initially pioneered by the University of Exeter's Centre for Social Mobility. Tuition will be delivered with a small group of young people in a local school for approximately 1-hour per week over a 9-week period during the spring and early summer term of the 2023/24 academic year. The course content, focussing on Crafting Accurate Sentences, takes pupils through basic sentence structure on to more complex sentences, focusing on knowledge and accuracy. All course materials and training in delivery are provided.

DUTIES AND RESPONSIBILITIES

1. Provide consistent, constructive tutoring support to young people in Year 8 in local schools in small group settings.
2. Under the direction of the Uni Connect Project Coordinator, provide focussed tutoring support aimed at enhancing foundational literacy skills for targeted young people.
3. Support young people in developing knowledge and skills to allow them to write more accurate sentences.
4. Be a positive source of support for young people contributing to raising their confidence, self-esteem and aspirations.
5. Act as a responsible, positive role model to young people.
6. Be a positive advocator for the University, Uni Connect and for higher education in general.
7. Undertake available training at the university at some time between early December/late January and online as directed by the Uni Connect Project Coordinator to develop knowledge and key skills in delivering the programme content and effectively engaging young people.
8. Complete and return any associated paperwork including registers, evaluations and timesheets to the designated contact at the University as required.
9. To undertake other appropriate duties relevant to the post as required by the Uni Connect Project Coordinator.

Person Specification

Competency	Role Specification	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> Currently a higher education student at Newcastle University 	✓	
Knowledge/ Experience	<ul style="list-style-type: none"> A strong level of GCSE literacy Ability to enthuse young people about progression to higher education. An awareness of issues relating to attainment and progression to higher education. Experience of working with young people. 	✓ ✓	✓ ✓
IT Skills	<ul style="list-style-type: none"> Ability to use IT systems to access content resources and deliver sessions. 	✓	
Communication/ Interpersonal Skills	<ul style="list-style-type: none"> Have an interest in tutoring or teaching Ability to communicate well with school/college pupils and staff (both verbally and written). Demonstrate a non-judgmental, patient and empathetic approach. Ability to empathise with young people from underrepresented groups Ability to deal with confidential information and sensitive situations and adhere to safeguarding protocols. Ability to maintain a balance of communication with students that is both friendly, approachable and professional. Be confident in dealing with young people and staff in schools. 	✓ ✓ ✓ ✓ ✓ ✓	
Teamwork and Motivation	<ul style="list-style-type: none"> Ability to work flexibly and as part of a team. 	✓	
Planning and Organisational Skills	<ul style="list-style-type: none"> Ability to plan and organise own workload effectively to meet specified deadlines. 	✓	
	<ul style="list-style-type: none"> Able to use own initiative and work independently following training. 	✓	
Special Requirements	<ul style="list-style-type: none"> Be available to work at least 1 hour per week plus travel time during the period that tutoring takes place in schools, plus attendance at an on-campus study skills event. Tutoring typically takes place across a 9 week period in the spring term and early summer term of the 2023/24 academic year. Actual days and times will be agreed on an individual basis. 	✓	
	<ul style="list-style-type: none"> Willingness to attend a two-day mandatory training programme to be held at a university in the North East and online for which payment will be made. Training will take place on a weekend in December/January TBC. 	✓	
	<ul style="list-style-type: none"> Following training, be confident at delivering a particular curriculum 	✓	
	<ul style="list-style-type: none"> Willingness to apply for an enhanced disclosure from the Disclosures and Barring Service (the cost of your application will be met by the University). 	✓	
	<ul style="list-style-type: none"> Willingness to work occasional early evenings. 	✓	
	<ul style="list-style-type: none"> Willingness to support with other FutureMe activities when required. 		✓