

**Job Title: Academic Tutor**

**Programmes: Realising Opportunities and UniTracks**

**Rate: £12.66 per hour (+ £1.53 holiday pay)**

The Realising Opportunities (RO) and UniTracks (UT) programmes are seeking motivated PhD students to provide academic support to sixth form students, who are undertaking a research assignment between February 2019 and November 2019.

### **The programmes**

Realising Opportunities (RO) is a unique collaboration of 14 leading universities, working together to promote fair access and social mobility of students from under-represented groups. Applicants from the RO programme are “the most able but least likely” students to enter HE. They were selected for the scheme due to their high level of potential and strong academic background, in addition to meeting a number of stringent eligibility criteria with regards to their school, family background and exposure to higher education.

UniTracks is Warwick’s national outreach access programme for highly able 14-18 year olds from disadvantaged backgrounds. Participants have been selected based on their academic potential, in addition to meeting a number of eligibility criteria with regards to their school, family background and experience of higher education.

### **Why take part?**

This is a great opportunity for you to **help raise aspirations** from under-represented groups to promote fair access and social mobility. You will **develop your tutoring and marking experience** and support our students to work on a crucial aspect of these programmes and help them to develop their research skills.

### **Role description**

You would be helping students in two ways:

- helping a group of up to 6 students complete a mini-research project as a team over a two-day workshop in February.
- Provide face to face and online support to these 6 students while they are researching their Academic Assignment between February and November 2019.

- **The two-day research workshop: group project**

The students will be put into groups of approximately 6 according to subject interest and each group will be assigned an academic tutor. Students will attend sessions on research skills, plagiarism, referencing and essay writing.

The academic tutor role will be to:

- help the group find a question/title to research
- help students find resources in the library and online
- help the group draft a plan
- help them develop their ideas in an academic style
- reference their work appropriately

At the end of the second day, each group will be given 5 minutes to present their mini-research project.

- **The research assignment: individual project**

#### **Academic Assignment (AA)**

The Academic Assignment is a 2000-2500 words research assignment that the students will be completing with the University of Warwick.

The Academic Tutor role for the AA will be:

- meeting with their tutee(s) face to face (for approximately an hour) to discuss an appropriate title/question for their essay and help them find appropriate resources for their essay between February and April.
- providing online feedback to tutee(s) to review their ideas and plan after the first meeting.
- meeting with their tutees to review their first draft (for approximately an hour) and check their referencing in August or September.
- provide online feedback to tutee(s) while they are writing their final draft in September / October.
- mark the final essay and provide written feedback

**Time commitment (all highlighted dates are compulsory)**

Date	Time	Number of hours	Task
Wednesday 28th November	Between 12pm – 2pm (exact times TBC)	1	Selection event
Thursday 6 <sup>th</sup> December	Between 3pm -5pm (exact times TBC)	0.5	DBS and Right to Work checks
Wednesday 30 <sup>th</sup> January 2019	4pm-6pm	2 hours	Training part 1
Weds 20-Thu 21 February 2019	1:00-3:00pm on Weds 10am till 12pm on Thurs	4 hours	Research workshop
15 May 2019	Between 10:00-2:00PM: One meeting face to face with each Academic Assignment student	1 hour per student	Initial meeting to discuss their title
	4:00-6:00PM	2 hours	Training Part 2
May to October 2019	Flexible	45 minutes per week maximum	Support students online, helping them find resources, correcting their drafts
September 2019	One meeting face to face with each Academic Assignment student	1 hour per student	Review last draft before submission
October – November 2019	Marking	1 hour per essay	Mark each essay and submit comments online

**Knowledge, skills and experience**

This post is open to PhD students at the University of Warwick. The role requires the following skills:

Knowledge, skills and experience	Essential	Desirable
Excellent oral and written communication skills – presentation skills		x
Being able to give positive and constructive criticism	x	
Excellent interpersonal skills	x	
An awareness of issues relating to progression to higher education		x
An awareness of issues relating to progression facing young people from groups currently under-represented in higher education		x
The ability to work with a small group of students and keep them on task	x	
The ability to work independently following training	x	
The ability to use initiative	x	

Be a current student at the University of Warwick	x	
Experience of working with young people		x
Reliable, mature approach	x	
Availability for all the dates mentioned above	x	

### **DISCLOSURE AND BARRING CHECK (DBS)**

Please note, an **enhanced DBS** check is required for all Tutors and you will need to provide **THREE documents** that prove your identity if you do not already have a DBS Certificate from the University or Unitemps within the last two years. All successful applicants will need to have the documents below ready immediately after the selection event.

Documents **must include** at least one of the following to show your identity:

- Passport / Biometric Residence Permit
- Current Driving Licence Photocard (Full or Provisional)
- Birth certificate
- Adoption Certificate

In addition, you will need documents that prove your address details. These can include:

- Letter/Utility Bill containing your current address (within the last 3 months)
- Bank statement stamped by bank (within the last 3 months) -
- Utility Bill
- P45 or P60 (within last 12 months)

Please look on the [DBS website](#) for full details on the combination of documents that are allowed.

**If you hold a current DBS check issued through the Widening Participation Team (from either a mentoring role or a Summer School) please contact us to check if this is still valid.**

### **CERTIFICATE OF GOOD CONDUCT**

If you have lived or worked abroad for a period of at least 6 months in the last 5 years (e.g. if you are an international student or have studied/worked abroad), then you will be required to provide a certificate of good conduct from the country that you lived in. This is an essential part to the DBS check you are required to obtain in order to work. Details can be found on the [Gov.UK website](#) and we would recommend beginning this process prior the selection event. At this stage, you do not need to obtain a translation of this document, but will be required to if your application is successful.

APPLICATION DEADLINE WEDNESDAY 14 NOVEMBER - to Apply, complete the online form here

<https://warwick.ac.uk/study/outreach/currentstudents/academicapplication>