Thrive Tutor (Learner Developer)			
School / Department:	Library & Learning Resources	**Grade:**	Grade F
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Academic Skills Manager	**Responsible for:**	N/A

Job Purpose

To support the implementation of the University's Access and Participation Plan by enhancing students' academic literacy and independent study skills, enabling students from a range of educational, linguistic and cultural backgrounds to successfully demonstrate the required achievements for their course.

Thrive Tutors will be mapped to particular schools and departments, providing tailored, embedded classroom support in alignment with our APP priorities to raise attainment amongst identified cohorts of learners.

Main Activities and Responsibilities

1. Deliver tailored and specialist support to students on a range of academic skills such as information literacy (finding, evaluating and referencing information), digital literacy, and broader academic skills such as group work, presentation skills, academic writing, time management, and exam preparation.
2. Plan and deliver engaging embedded sessions in the curriculum, group workshops and one-to-one tutorials to support students' skills development and confidence.
3. Develop accessible and engaging online learning resources and materials that promote independent learning and confidence.
4. Work closely with Academic Skills Managers and Library Business Partners on academic and student engagement strategies, to ensure alignment with course requirements.
5. Identify and provide targeted interventions for students at risk of disengagement or academic difficulties, signposting them to specialist services where needed.
6. Contribute to the evaluation and continuous improvement of the service, gathering feedback and monitoring student outcomes.
7. Maintain accurate records of student engagement and progress in line with data protection and service standards.
8. Promote academic support services across the university to ensure accessibility and high levels of student participation.
9. Participate in the planning and implementation of broader student development initiatives to foster academic success and student confidence.

Person Specification	
Essential Criteria	**Application Form / Support Statement / Interview**
1. Experience delivering academic skills support, e.g. in mathematics, numeracy, English language, information literacy, or digital literacy	Application Form / Support Statement / Interview
2. Experience in designing and delivering group workshops and one-to-one tutorials and online learning materials tailored to diverse student needs	Application Form / Support Statement / Interview
3. Ability to assist students with varying learning needs, including multilingual learners and those requiring additional development in core academic skills	Application Form / Support Statement / Interview
4. Proven ability to engage students effectively through clear explanations, academic writing guidance, and study strategies	Application Form / Support Statement / Interview
5. Ability to work both independently and as part of multidisciplinary teams to enhance student learning and engagement	Application Form / Support Statement / Interview
6. Ability to prioritise tasks, manage multiple responsibilities, and maintain accurate records of student progress	Application Form / Support Statement / Interview
7. Dedicated to promoting accessibility, student success, and continuous improvement in academic support services	Application Form / Support Statement / Interview
8. Ability to work collaboratively with academic and professional colleagues	Application Form / Support Statement / Interview
Desirable Criteria	
9. Relevant qualification or training in coaching, teaching, librarianship or information science, or student support related to Mathematics, English or Education	Application Form / Support Statement / Interview
10. Familiarity with digital learning tools and online platforms for student support	Application Form / Support Statement / Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Cover Letter & CV - applicants are asked to provide a statement to demonstrate how they meet the criteria, and may reference their CV. The response will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.