

Job Description

Job Title:	Student Learning Development Lead
Career (R&R) Level:	Executive Manager
Department:	Library & Study Skills Service
Reporting to:	Deputy Director of Library Service
Location:	Dual: Remote Worker and London campuses
Direct Reports:	Learning Developers

Library & Study Skills Service

The Library & Study Skills Service at the University of Law supports all students and staff, regardless of location. We have physical libraries at each of our UK campuses, alongside online collections and support, including for the Online Campus and partner institutions in the UK and globally. Our four teams (Digital Education, Study Skills, User Experience and Collections and Research) provide the professional expertise and high quality, relevant, accessible resources to equip our students and staff with the information literacy, digital and academic skills to navigate learning and teaching at the University of Law with confidence, and to excel in their lives beyond.

Study Skills

Our Study Skills team designs, manages and delivers specialised learning opportunities for students, including one-to-one appointments and workshops, that equip them with the academic skills to succeed in their studies. The Student Learning Development Lead takes operational oversight for all areas of academic skills activity, ensuring alignment with University priorities, reviewing impact and evolving the service. They lead the work of the team and ensure continuous review and innovation is present in each Student Learning Developers' assigned areas (including effective writing, reading and note taking, critical thinking, revision and exams, presentation skills and time management) and that this feeds into the overall design and delivery of study skills activity.

Student Learning Development Lead – main function of job

The Student Learning Development Lead oversees the operational approach to academic skills and works in consort with their library skills counterpart, Lead Librarian for Teaching & Pedagogy, to design and manage all aspects of skills delivery across the Library & Study Skills Service. They actively contribute to university-wide committees and represent the service at external events, undertaking benchmarking and sharing best practice to inform the design and delivery of all aspects of academic skills activity.

Key responsibilities include:

- Operational oversight and delivery of academic skills support including resources, enquiry management, livestreamed teaching activities, one-to-one study skills tuition and associated benchmarking of all of these with relevant sectors
- Equipping all members of the Library & Study Skills Service to take a student-centred approach to academic skills provision
- Partnering with key colleagues across the University to determine and fulfil requirements relating to academic skills and learning support
- Designing and delivering accessible high-quality workshops, webinars and self-directed materials to support students' academic skills
- Overseeing an enhanced study skills support offering for students with Specific Learning Differences (SpLDs), in close collaboration with relevant Student Learning Developers and Student Support Services teams
- Collaborative working with stakeholders at all levels to gather insight and co-create services

Reporting Lines:

- The Student Learning Development Lead reports directly to the Deputy Director of the Library Service and has Student Learning Developers as direct reports.

Specific Responsibilities:

Operational oversight and service development

- Design and develop Study Skills' approach to in-person and livestreamed teaching activities
- Plan and co-ordinate a framework for our induction programme and embedding content - from skills workshops to asynchronous digital learning - within programmes; ensure relevant data is captured and feeds into learning analytics
- Establish and maintain an ongoing programme of peer observation and reflective practice within Study Skills
- Partner with senior colleagues across the university to ensure that core academic skills are embedded in programme design and review processes as and where appropriate

Continuous service improvement and business delivery

- Close working with both key academic colleagues and the Lead Librarian for Teaching & Pedagogy to support the curriculum and student attainment
- Work with the wider team of Student Learning Developers to support and develop colleagues across the service and to celebrate the success of teams and individuals
- Review and monitor third party academic skills platforms and resources, and ensure that they represent value for money
- Utilise analytics, benchmarking and feedback to assess and review the development of teaching activity across Study Skills and to inform Key Performance Indicators (KPIs)
- Lead and contribute to projects as part of ongoing service improvement

Learning Support and Digital Learning

- Lead the development of a programme of teaching on academic skills for delivery on campus or by webinar to support student attainment and staff success
- Review and co-design our approach to skills support with the Lead Librarian for Teaching & Pedagogy
- Co-ordinate and deliver online teaching to large and small groups, working with Library colleagues to contribute to campus-based training initiatives
- Oversee the Study Skills team's contributions to the design of self-directed online materials for inclusion in our skills platform (the Skills Academy), with support from colleagues specialising in digital delivery
- Oversee the Study Skills' team's effective management of both staff and student enquiries and work closely with the Customer Service Librarian to ensure a consistent approach to skills enquiry management across the wider service
- Undertake peer review activities with colleagues across the Library & Study Skills Service as part of enhancing our skills teaching offering
- Ensure that all initiatives encourage students to develop independent learning and study skills
- Ensure that the Study Skills team maintains a working knowledge of general assistive technology to support the needs of a range of students

Lead specialist one-to-one academic skills support for students

Lead and review the delivery of individual support for students relating to academic skills, in line with University strategic aims, including:

- Manage the team's implementation of individual learning strategies to ensure that each student has a support plan and learning targets, and maintain an accurate record {on the appropriate platform}
- Oversee the training of wider team members to manage initial needs analysis meetings with students, including supporting Library Learning Advisor colleagues assigned to the team in their delivery of one-to-one academic skills appointments
- Meet and assess students on a one-to-one basis, to identify support needs as required, and manage delivery by Student Learning Developers, providing training and support
- Partner with stakeholders from across the University to clarify requirements and adapt services to provide a nuanced offering as appropriate
- Ensure data is gathered consistently to support the capture of insight on students' needs and behaviours, and regularly evaluate this to ensure that specialist one-to-ones are provided in a sustainable manner to those students most in need

Teamwork and Team Leadership

- Manage, develop and appraise members of the Library & Study Skills Service team
- Motivate and lead the Study Skills team to support student success; including leading recruitment activities and co-ordinating workloads and priorities
- Promote and sustain a constructive and supportive working relationship with all service users and colleagues; maintain high levels of client support and delivery
- Proactively participate and contribute to institution-wide activities, meetings and events to raise the profile of the Library & Study Skills Service
- Promote and maintain effective relationships with students, staff and external visitors, suppliers and all stakeholders, ensuring they are dealt with in a professional manner
- Support the Director and Senior Team in ensuring that strategic targets are met; contribute to setting objectives for future development of the service
- Deputise for senior colleagues on projects and in meetings as appropriate

Professional Skills

- Actively take responsibility for own personal career development and networking
- Reflect on individual and team performance; identify and undertake appropriate training to improve capabilities
- Keep updated on relevant developments in Higher Education, with particular reference to ULaw's subject portfolio and strategic objectives, in order to inform Study Skills service development
- Maintain an awareness of the latest developments in Higher Education teaching best practice

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by the Director of Library Service, or other members of the LSS Senior Team.

The job holder has a duty to take reasonable care for the health and safety of themselves and of other persons with whom they come into contact at work. The job holder also has a duty to co-operate with the University in complying with any statutory duty or requirement concerning health and safety at work. In particular, they must familiarise themselves with the Health and Safety Policy and its safety and fire procedures.

This job description is to be read in conjunction with the relevant Roles and Responsibilities Career Level document.

Job description is correct at April 2024. It may vary in consultation with the post holder to reflect changes within the market place, in the LSS and the University.

Signed by:

Print Name:

Date:

Person Specification

Job Title: Student Learning Development Lead

Role Level: Executive Manager

Department: Library & Study Skills Service

1. TRAINING & EDUCATION

Essential	Desirable
• Educated to degree level or equivalent qualification / professional experience • Higher Education teaching qualification or accreditation (for example, PGCHE, Advance HE FHEA or ALDinHE Certified Practitioner), or suitably qualified by experience	• Postgraduate or equivalent National Qualifications Framework Level 7 qualification

2. EXPERIENCE

Essential	Desirable
• Experience of managing and leading a team • Experience of introducing new services and ways of working • Experience of leading and managing projects • Experience of teaching and training activities in a study skills context • Caseload management • Experience of co-creating learning interventions with key colleagues from other specialisms • Demonstrable ability to work with adult students from diverse academic and cultural backgrounds • Experience of providing online teaching/student support	• Experience of supporting a team through change • Experience of working in a legal setting and/or knowledge of legal education

3. SKILLS & KNOWLEDGE

Essential	Desirable
• Awareness of current developments in learning development through CPD, networking and membership of professional organisations • Excellent written and verbal communication skills • Ability to give effective constructive feedback • Excellent time management and organisational skills • Strong IT skills e.g. confident user of Microsoft Office products and able to troubleshoot IT problems • Ability to give effective constructive feedback	• Coaching and/or mentoring skills • Knowledge of assistive technology available in a higher education environment • Knowledge of any academic areas relevant to the ULaw subject portfolio

4. BEHAVIOURAL SKILLS

Essential	Desirable
• Able to inspire and motivate others • Proactive and flexible • Skilled networker • Reflective practitioner • Able to work under pressure to deadlines • Able to work on own initiative and problem solve	

5. SPECIAL CIRCUMSTANCES

Essential	Desirable
• Willingness to undertake a DBS check • Willingness to travel on occasion to campuses across the UK • Willingness to work outside standard office hours as necessary	