

Job Description

Job Title:	Student Learning Skills Specialist
Career (R&R) Level:	Team Manager / Team Leader
Department:	Library & Learning Skills
Reporting to:	Student Learning Skills Leads
Location:	Hybrid
Direct Reports:	n/a

Library & Learning Skills:

The Library & Learning Skills Service at the University of Law equips students and colleagues with the academic skills and high quality accessible collections to navigate learning, teaching and research at the University of Law with confidence, and to excel in their lives beyond. Our team's professional expertise and flexible work ethic is used to deliver our services to our community of learners, educators and researchers online and in person.

Main Function of Job:

Student Learning Skills Specialists work closely with student, academic colleagues and other Learning Skills Specialists to develop and enhance students' academic and transferrable skills. They design and deliver student-centred skills activities and interventions, including workshops, one-to-ones and self-directed learning materials.

By working with peers across the Programme Enhancement and Student Skills team, Learning Skills Specialists deliver a rich, varied and innovative skills development offering for students. Some focus on partnering with academic and business professional colleagues to design activities within the curriculum and gather programme insight. Others regularly deliver embedded skills sessions on campus and attend a day of student classes to provide guidance at the point of need. Others focus on designing and delivering standalone interventions that are offered asynchronously online alongside the curriculum.

Each Learning Skills Specialists has specialist expertise in particular skills areas including: academic English; academic writing; assessment literacy; ethical AI use; neurodiversity; information literacy; numeracy and data handling; library and research skills; time management and productivity.

Key Responsibilities:

- Managing the development and assessing the impact of series of skills activities related to specific areas of expertise or programmes of study
- Designing and delivering accessible high-quality workshops, webinars and self-directed materials to enhance students' academic skills

- Managing a caseload of weekly one-to-one skills appointment and enquiries to empower students and enhance their academic attainment and employability prospects
- Partnering with key University colleagues to determine and fulfil requirements relating to skills development and learning for students

When on campus, Learning Skills Specialists also:

- Attend timetabled classes to lead small group activities, provide hands-on guidance to students and act as a referral point to other specialist teams including Student Journey, Wellbeing and Disability & Inclusion
- Deliver in person workshops and one-to-ones
- Represent the wider Library & Learning Skills service at campus-based meetings
- Participate in weekly rotas providing roving and pop-up stalls for on campus students

All Learning Skills Specialists work flexibly to occasionally offer services at weekends and in evenings.

Reporting Line:

Student Learning Skills Specialists report to the Student Learning Development Lead or Lead Librarian Teaching & Pedagogy

Specific Responsibilities:

Learning Design & Delivery

- Working with colleagues across the service to develop our programme of skills development activities
- Designing and delivering weekly in person and online workshops both within and outside the curriculum for small and large groups
- Creating self-directed bite-sized online materials in conjunction with colleagues specialising in digital delivery
- Undertaking peer review activities with colleagues as part of enhancing our skills teaching offering

One-to-one delivery & enquiry activities

- Scheduling and managing a series of regular one-to-one appointments
- Enabling student independence by encouraging self-reflection on individual challenges and needs
- Empowering students to devise and implement individual learning strategies and action plans
- Contributing to enquiry rotas and resolving all student enquiries in line with service level agreements

Programme Enhancement

- Partnering with national and programme leads to identify student needs, implement interventions and boost student attainment
- Working collaboratively across the team of Learning Skills Specialists to design and deliver curriculum-aligned activities online and on campus
- Representing the wider Library & Learning Skills service in faculty and school meetings

Professional Skills

- Actively taking responsibility for personal career development and engaging with relevant professional networks
- Maintaining an up-to-date knowledge of sector development
- Renewing digital skills relating to AI, learning design and digital delivery on an ongoing basis
- Actively upskilling colleagues in areas of expertise

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by members of the Library & Learning Skills Leadership Team from time to time.

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.

This job description is correct at July 2026. It may vary in consultation with the post holder to reflect changes within the market place, in Library & Learning Skills and the University.

Signed by:

Print Name:

Date:

Person Specification

Job Title: Student Learning Skills Specialist
 Role: Team Manager / Team Leader
 Department: Library & Learning Skills

1. TRAINING & EDUCATION

Essential	Desirable
• Educated to degree level or equivalent qualification / professional expertise • A recognised qualification related to your skills specialism e.g. ○ ALDinHE Certified Practitioner ○ CELTA, DELTA, TESOL, TEFL, English for Academic Purposes ○ Library or Information qualification ○ Or suitably qualified by experience	• Teaching or learning qualification e.g. Associate Fellow or Fellowship of Advance HE (HEA) or a PGCHE (Postgraduate Certificate in Higher Education) or Certified Membership of the Association for Learning Technology (CMALT)

2. EXPERIENCE

Essential	Desirable
• Experience of designing and delivering workshops to small and large groups in person or online • Experience of providing tailored individual support and caseload management • Experience of working with individuals from diverse academic and cultural backgrounds • Experience of maintaining relationships with stakeholders • Experience of working with students in a tertiary college, FE or HE environment	• Experience of creating asynchronous interventions and assets for online education • Experience of managing or developing colleagues • Experience of working in academic, business or legal education

3. SKILLS & KNOWLEDGE

Essential	Desirable
• Relevant learning skills expertise – one or more of academic English; academic writing; assessment literacy; ethical AI use; neurodiversity; information literacy; numeracy and data handling; library and research skills; time management and productivity • Excellent verbal and written communication skills • Excellent organisation and time management skills	

Strong IT skills e.g. confident user of Microsoft Office products and able to troubleshoot IT problems	
--	--

4. BEHAVIOURAL SKILLS

Essential	Desirable
- Able to work as part of a team and motivate others - Able to develop effective relationships with internal and external stakeholders - Proactive and flexible - Reflective practitioner - Able to work on own initiative and prioritise workload - Able to work under pressure to deadlines	

5. SPECIAL CIRCUMSTANCES

Essential	Desirable
- Manual handling on occasion - Willingness to undertake a DBS check - Willingness to travel to other campuses on occasion - Flexibility to offer a small number of weekly out-of-hours appointments by prior agreement, shared across the team	