Widening Participation Tutor

JOB DESCRIPTION

Faculty / School or Division: Home Recruitment & Conversion, External Relations

Faculty/School or Division Address: 31 Great George Street, Bristol

<table>
<thead>
<tr>
<th>Job Family:</th>
<th>Professional &amp; Administrative Services</th>
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<tbody>
<tr>
<td>Length of contract</td>
<td>1 year rolling contract</td>
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<tr>
<td>Salary:</td>
<td>£19.99 p/h</td>
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<tr>
<td>Contract type:</td>
<td>Casual (ad-hoc)</td>
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Role Description

Home Recruitment and Conversion is responsible for student recruitment and promoting widening participation in Higher Education. Therefore, we aim to:

- Inspire the best quality students to attend the University of Bristol
- Ensure fair access to university regardless of a prospective student’s background

The role of a Widening Participation (WP) tutor is to design and deliver seminars, tutorials and workshops to project participants on our WP programs and summer schools. As a WP Tutor, you will develop specialist material to deliver to Key Stage 3-Key Stage 5 students (ages 11-18), with the potential for some work with lower key stages, which might cover skills and competencies involved in your broader subject, as well as your specific area of expertise.

Current PGR students at the University of Bristol are prioritised for this role, but in some cases, 4th or 5th year UG students/Master’s Taught students are eligible to apply – please see the Person Specifications below for more information.

Main Statement of Responsibilities

- Under the direction of the Faculty Engagement Officer, to plan outreach activities relating to your subject area for students aged 11-18 (KS3, KS4 (GCSEs), and sixth form). There may also be some outreach delivery for younger year groups, including Primary.
• To deliver outreach activities in schools, colleges and sixth forms, individually and as part of a team. These can be on your specific subject area, or on broader skills/themes involved in studying at your Faculty.
• To lead and facilitate academic taster sessions and academic skills workshops for outreach events at the University.
• To raise awareness of Higher Education, Russell Group Universities, and in particular, the University of Bristol among under-represented groups in Higher Education.

In-school events

• Plan (with support from the Faculty Engagement Officer where necessary) appropriate activities to engage school students and raise awareness of Higher Education and your Faculty subjects. Examples of activities include subject-specific taster sessions, practical workshops, discussions and ad-hoc talks.
• Deliver these activities and use the opportunity to raise awareness of your Faculty, Higher Education and the University of Bristol in particular.
• Liaise with in-school staff (teachers etc) in the delivery of these activities.
• Help the FEOs evaluate these activities by sharing your reflections and best practice with FEOs, if appropriate, and share any feedback forms created by the WP team with the cohort, as directed

University of Bristol events

• Liaising with the event leader (usually the Faculty Engagement Officer) to support the delivery of both online and in-person events as appropriate. Examples of events include academic session delivery for Access to Bristol, Key Stage 4 and 5 Roadshows and our summer schools, Sutton Trust and Insight into Bristol.
• Faculty Engagement Officers may also ask you to deliver Faculty-specific programmes (e.g. Writing Wrongs), or work organized through some of our partnerships (e.g. FutureQuest, IntoUniversity)
• Engage with and enthuse school students so they have an enjoyable and rewarding experience of these events.
• Assist with the evaluation of events e.g. distributing forms and entering data into spreadsheets.

Individual roles and activities will vary according to the needs of each Faculty. The work is very flexible and so fits around research and teaching commitments. Please note that there is no set pattern of hours and work is not guaranteed.

*Please note, we are recruiting Tutors for most Schools across the University, but there is a limited number of WP Tutor positions per School.

COVID-19: We are actively monitoring the situation with Covid-19 and all in-person events will be subject to meeting safety standards.

Training
• Complete mandatory training, supervision, review/debrief sessions with the Faculty Engagement Officer(s).
• Take part in any relevant training including session-planning for the target year groups.
• Safeguarding training will be provided.

PERSON SPECIFICATION

These are the skills, qualities and experiences that WP Tutors will need to be successful in this role.

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<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Educational Qualifications</strong></td>
<td>Must be a current PGR student in any subject area* at the University of Bristol with at least 1 year before their predicted end date.</td>
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<td>A current 4th or 5th year UG student in Medicine, Dentistry, Veterinary Science.</td>
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<td>Current Master’s Taught/MRes students from:</td>
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<td>• Film and TV</td>
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<td>• Economics</td>
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<td>• Management</td>
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<td>• Accounting and Finance</td>
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| Previous experience | Experience of working with young people in any context | Teaching at primary/secondary level.  
| Experience of planning and delivering workshops, seminars or academic taster sessions.  
| Experience of working in a customer facing role.  
| Specific Knowledge/ Skills/ Abilities | Excellent communication skills.  
Excellent interpersonal skills.  
Ability to engage and enthuse students from non-traditional and under-represented backgrounds in Higher Education.  
Presentation skills.  
Awareness of the process of applying to Higher Education.  
Ability to work on your own initiative and to be aware when it’s appropriate to seek guidance.  
Ability to plan sessions for delivery to secondary school students.  
| Good knowledge of University of Bristol courses, facilities, surrounding area.  
Awareness of Widening Participation in Higher Education and the barriers to learning/education.  
Native or near-native ability in a language other than English.  
Effective team-work skills.  
Awareness of safeguarding guidelines.  
Ability to plan sessions for delivery to primary school students. |
**Motivation/ Attitude**

- Enthusiastic about the University of Bristol and Higher Education more broadly.
- Committed to the ideals of Widening Participation.
- Empathy for young people and the barriers to Higher Education they may face.
- Provide non-judgmental support for learners.
- Professional approach to work. Reliable.
- Flexible and adaptable to creating different sessions according to the needs of the programme(s), including broader information and guidance sessions (e.g. Studying STEM at University)

Please note: if your application is successful, you will be required to complete an Enhanced DBS (Disclosure and Barring Service) check to comply with Child Protection Legislation. This cost will be met by the University of Bristol.

**FURTHER INFORMATION**

**Selection**

Following the application deadline on the 2nd of October 2022, candidates will be shortlisted for interview. The information you provide in your application form will be used to decide whether you are invited to interview, so please complete the form as clearly and fully as possible. Interviews are expected to take place in the week commencing 10\(^{th}\) October 2022. You will be informed if you have been shortlisted by 7th October 2022. **If shortlisted, you must attend an interview in order to be considered for the role.**

As part of the interview process you will be asked to give details about how you would make sessions engaging and inclusive to prospective students. Please keep your own record of your answer to this question.

**Eligibility criteria**

In order to work you must register with the Temporary Staffing Service (TSS).

- To be considered for this role, you MUST provide proof of your eligibility to work in the UK to the TSS.
- International students who have a student visa that allows them to work in the UK are welcome to apply, but we regret that any international student without permission to work cannot do so.
• Original documents must be seen for us to consider you for the role, even if you have worked for the University previously. Scans/copies cannot be accepted.

Payment method
• You will be required to register with the University’s Temporary Staffing Service before assignments can be allocated to you.
• Payment will be made by bank transfer at the end of each month for the previous month’s work.
• Payment is subject to timesheets being completed and submitted in a timely manner by the role holder.

Additional information
• Except where other arrangements have been agreed, we will contact you by university email - please check your email regularly.

For more information regarding this application, please email hrc-student-workers@bristol.ac.uk

The deadline for applications is 11:59pm on Sunday 2\textsuperscript{nd} October 2022.