



Harper Adams
University

Candidate Information Pack

Harper Adams at Telford



Harper Adams is a friendly, talented community of more than 600 employees, working to ensure that everyone on the planet has access to food, and that this is achieved sustainably. Our work contributes to planetary health, animal health and wellbeing, and ultimately how this contributes to human health. We are passionate about what we do and are committed to making a difference.

Harper Adams University is committed to the wellbeing of our employees, and their personal and professional development. This is reflected in our annual employee survey - employees tell us they're proud to be a part of the university and that it is a good, safe place to work where they feel trusted to do their jobs and supported by their managers.

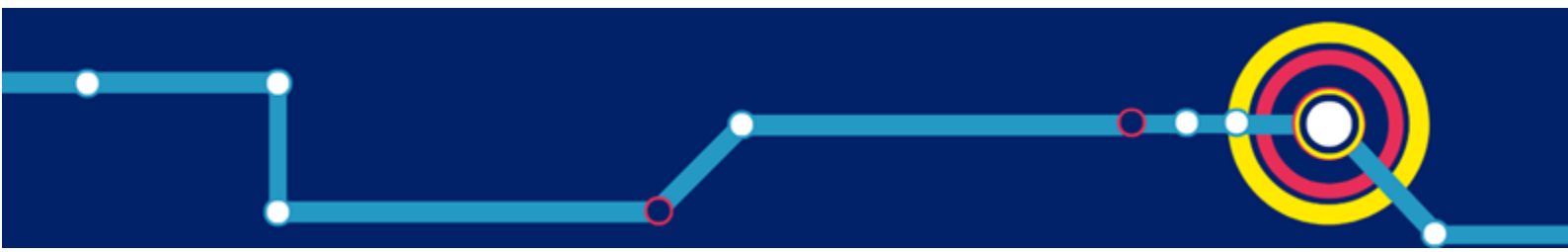
Whilst many of our teaching, research and knowledge exchange activities are delivered or coordinated from an attractive campus in rural Shropshire, our impact and reach is regional, national and international. We offer free staff parking, leisure facilities, and we are only a short drive from the busy market town of Newport.

Some of the benefits of working at Harper Adams University are:

- Good transport links
- Generous holiday entitlement
- Corporate discount to 7 fitness suites in the Telford and Wrekin area
- Opportunity to purchase additional holiday
- Opportunities for agile working
- Employee Assistance Programme
- Disability Confident Employer
- Enhanced maternity benefits
- Enhanced sickness absence payments
- Cyclescheme supporter
- Workwear provided (*if applicable*)

Harper Adams University is the UK's premier educational institution serving the agri-food, animal wellbeing and connected industries, recognised as a world-leading specialist provider. Our focus is on food production and technology, animal health and wellbeing, management of land and property, and their contribution to sustainable living environments for our planet's population; we are equally committed to making the UK's food and farming competitive in a world where we will need to compete globally. Our education and research encompass food production and processing, animal sciences, environmental sustainability, mechanical engineering, land management and sustainable business management. We have strong relationships with companies in the UK and abroad, and with academic institutions across the world, collaborating in research and in the delivery of our courses. We are a university with regional, national and international reach and impact, repeatedly appearing in The Times and The Sunday Times Good University Guide as the UK's highest-ranked modern university.

The University began life in 1901 as Harper Adams Agricultural College and was granted University status in 2012. Our Chancellor is Her Royal Highness the Princess Royal; our current Vice-Chancellor is Professor Ken Sloan, who joined us in 2021. The University is based in Shropshire, close to the old market town of Newport and within easy reach of the modern town of Telford, which offers a range of housing possibilities and has excellent rail and road links to the West Midlands conurbation and beyond. Investment of more than £50 million over the last decade has ensured that our campus boasts the most up-to-date teaching, research and conference facilities as well as accommodation for around 800 students.



Our most recent additions include contemporary laboratories and a purpose-built Veterinary Services Centre for teaching and research, swiftly followed by a £500,000 refurbishment of the veterinary nursing facilities. On-campus leisure facilities include a multi-gym, sports hall, dance and aerobics studio. And we are one of the very universities to have its own commercial farm: covering 494 hectares, its facilities include a £2 million leading-edge dairy unit with a robotic dairy.

For a virtual tour of main campus, visit <https://www.harper-adams.ac.uk/university-life/our-university/virtual-tour>

Facilities

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large, covered soil working area and a number of sustainable technology installations. New facilities opened since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. A Veterinary Education Centre opened 2021, in support of existing programmes and the new Harper & Keele Veterinary School. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust.

The University also provides a range of training and professional development opportunities via its staff development programme.

Catering and Sports Facilities

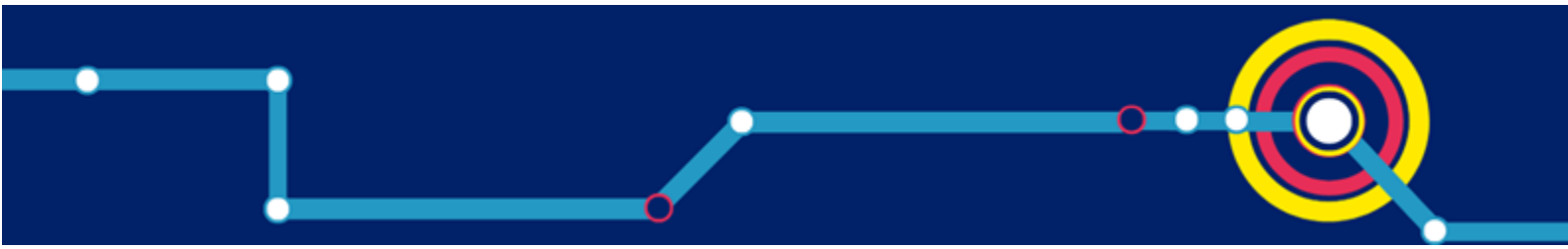
The University's Students' Union operates a membership fee paying gym that staff may join. The University has bowling green and tennis courts that are available for staff use during the summer period. A variety of university catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website: <http://www.harper-adams.ac.uk>

HA@T – Harper Adams at Telford

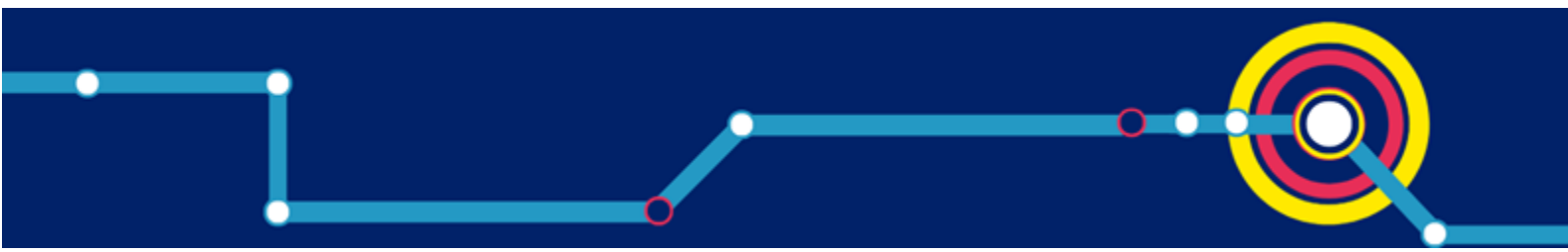
In September 2024, Harper Adams University will open a new higher education skills and innovation facility based in The Quad, a skills and innovation hub located in the heart of Telford town centre. The new building is part of the exciting new business, academia and residential regeneration of the town by Telford and Wrekin Council, known as Station Quarter. The new university hub boasts purpose-built, state-of-the-art facilities, including Robotics & Automation, Data Science and Digital Business Management teaching rooms and labs fully equipped with cutting-edge equipment and software tailored for applied engineering and business education. This new facility reflects our commitment to providing cutting-edge education in a modern and accessible environment.

Our close collaboration with academia and industry positions us as an integral part of Telford's future growth story. Through this extensive collaboration with business, commerce, and industry, we have tailored short course training, CPD and degree courses to ensure learners are equipped with the skills necessary to excel in today's workforce or indeed become entrepreneurs of the future.



HA@T is not just a teaching and business engagement facility; it is a hub for collaboration and community engagement. We will work closely with local FE colleges, schools, and other academic institutions to offer a range of programmes aimed at fostering interest and skills in STEM and computer coding. Our goal is to create pathways for students of all ages to engage with technology and innovation. The Quad is located within walking distance to Telford train station, Telford International Centre and Telford Town Park – one of the UK’s largest urban parks, which has direct links into the UNESCO World Heritage site of Ironbridge.

Telford has emerged as a hub for technology and manufacturing innovation, attracting a diverse array of innovative start-ups, SMEs, and global blue-chip businesses. Significant investment and regeneration in recent years has seen Telford become the fastest-growing town in the West Midlands.



JOB DESCRIPTION

Title of the post:	Academic Support Tutor (Permanent, Full Time)
Department:	Learner Support
Reporting to:	Academic Guidance Manager

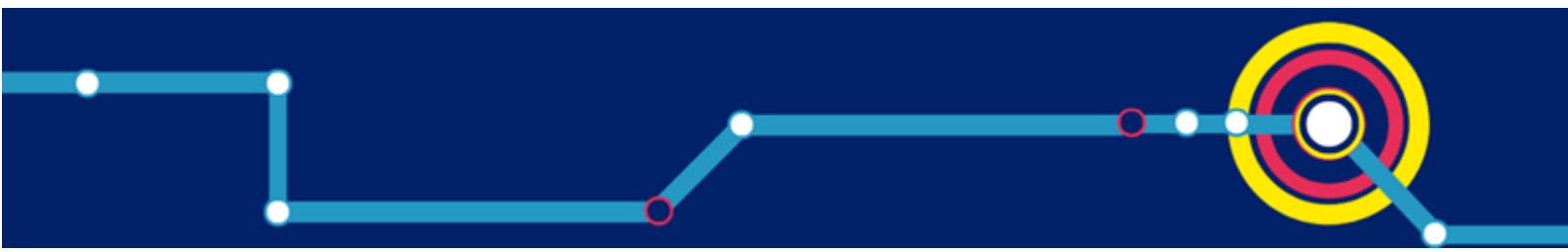
The Learner Support Team

The role is based at Harper Adams University Telford (HA@T), working as part of a small team of professional services and academic staff. The role sits within Academic Guidance, part of the wider Learner Support Team based at the Edgmond campus and reports to the Academic Guidance Manager, whilst working on a day-to-day basis with the Executive Academic Director of HA@T. The postholder will provide specialist academic guidance and pastoral support, including monitoring and reviewing performance of students to help them succeed in a higher education environment, acting as a course tutor for the degree courses offered at HA@T. Working closely with the other professionals, the post holder will also design and deliver teaching sessions, workshops and other educational interventions.

Main Duties and Responsibilities

The main duties of the role include:

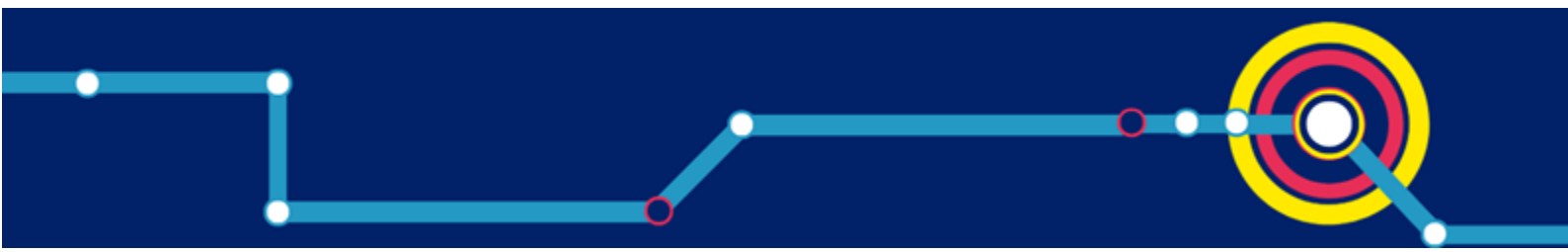
- Provide academic advice, guidance and mentoring to support the educational success of students studying a range of programmes at HA@T. For example:
 - o Support transitions in and out of the level of study, promote student engagement and academic progression. Work with course managers to design and deliver the spiral induction programme, including hackathons and grand challenges offered at the beginning of each year of study.
 - o Identify students requiring additional support and signpost to other relevant university services.
 - o Provide one-to-one support for students' teaching and learning and their assessments (including the development of basic math's and statistics skills) and give individual feedback on performance areas for improvement.
 - o Identify and develop study support materials in collaboration with subject matter experts.
 - o Inspire students to enact the values and responsibilities within our [Respect Policy](#)
 - o Advise about the outcome and implications of decisions made by assessment boards, including signposting students to the Academic Appeals Policy and Complaints Policy.
 - o Manage mitigating circumstances cases according to the [Mitigating Circumstances Policy](#) including: granting extensions and advising on deferrals and condonement claims in accordance with the policy and with the [Assessment Regulations](#).



- Review and take action in relation to student engagement, as set out in the Student Engagement Policy.
 - o Working with Module Tutors, monitor individual student attendance at learning and teaching events, engagement with the virtual learning environment and the timely submission of assignments and assessments.
 - o Support students who are having difficulties engaging with their studies following protocols and policies.
 - o Support the Admissions and Visa Compliance Manager on actions relating to continued student route sponsorship, related to the Student Visa Sponsorship Policy.
 - o Undertake responsibilities relating to fitness and support to study in the [Student Health and Wellbeing Policy](#), including addressing serious concerns about the immediate health and/or wellbeing of a student (according to relevant criteria and signs of concern) by following the emergency referral protocol.
 - o Support student requests for withdrawal in accordance with the [Withdrawal from Study Guidance](#), transfers according to the [Transfer Policy](#) or the [Break in Study Policy](#).
- Contribute to the design, development and delivery of the pre-entry transition events
- Design and deliver:
 - o Teaching sessions within the curriculum (including the level 4 Professional and Study Skills module).
 - o Workshops and other educational interventions to support students at every level of study (Undergraduate and Postgraduate Taught) to develop core academic skills
 - o Learning resources (including online resources) for students to support the development of core academic skills.
- Evaluate with other academic colleagues on individual student and cohort progress in order to refine academic support services and enhance provision.
- Follow agreed administrative procedures to maintain records, monitor and track students, using appropriate IT solutions.
- Maintain own Continued Professional Development in the Higher Education sector. Benchmark own practice and that of the University against best practice and the Higher Education sector.

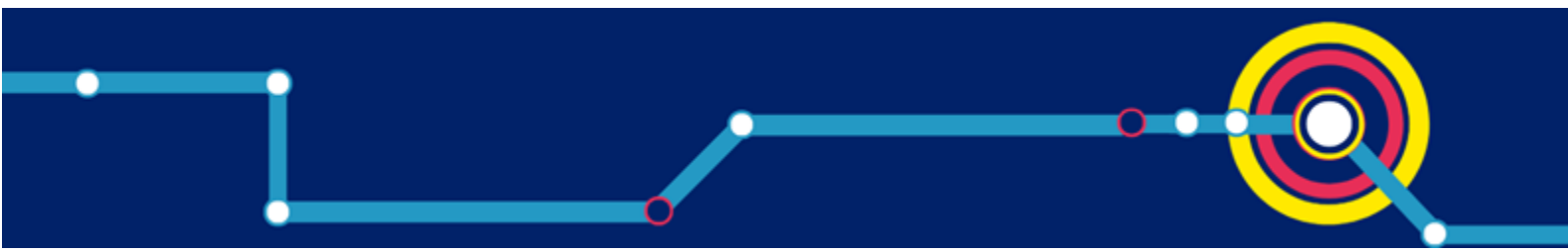
Other duties

- Provide advice and guidance to tutors and students on good academic practice and on the implementation of the university's academic misconduct policy.
- Support or undertake educational research and evaluation work to support educational enhancement and the development of professional practice in the University and the wider Higher Education sector.
- Investigate suspected cases of academic misconduct.
- Participate in open days and other recruitment events.
- Other duties as required by the Academic Guidance Manager and Head of Disability & Learner Support.



Personal Specification

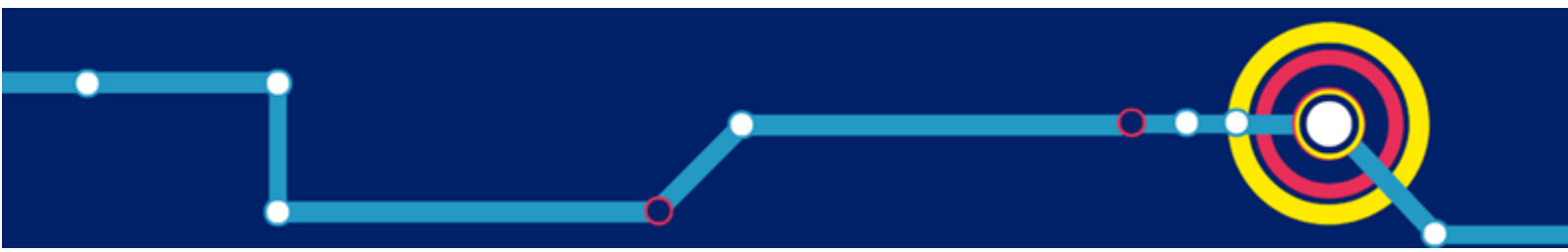
	Essential	Desirable
Qualifications	<p>Qualified to at least Honours degree level in a STEM based subject.</p> <p>Teaching qualification</p>	Postgraduate Qualification
Experience	<p>Extensive experience teaching and providing student academic support in a HE/FE Institution/ Post 16 environment.</p> <p>Experience of monitoring student engagement and implementing appropriate interventions.</p> <p>Experience of working with students who have protected characteristics under the Equality Act 2010.</p> <p>Experience of working autonomously and prioritising a varied and demanding workload, displaying initiative, warmth and composure under pressure.</p>	Experience of working with international students
Knowledge/Skills	<p>Excellent IT, numeracy, written and oral communication skills</p> <p>Ability to explain complex issues to students and to summarise and present information in a relevant way to different audiences.</p>	
Personal Qualities	<p>Excellent interpersonal skills and the capability to develop highly effective working relationships with staff and students.</p> <p>A positive outlook with an ability to inspire confidence, provide guidance and motivate students.</p> <p>Commitment to CPD and emerging relevant HE sector practice.</p> <p>An ability to work flexible hours and occasional weekends.</p>	



Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

Salary	The commencing salary will be within the range £35,116 to £38,249, per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28 th day of the month.
Contract Term	This is a full time, permanent contract. Employment may be terminated during the course of the contract by either party giving two months' notice in writing
Hours of Work	The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.
Holidays	<p>The annual holiday entitlement is 22 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.</p> <p>All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.</p>
Sick Leave	During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
Pension	The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.



Exclusivity of Service You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

Criminal Convictions The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Disclosure and Barring Service Check before an appointment can be made.

References

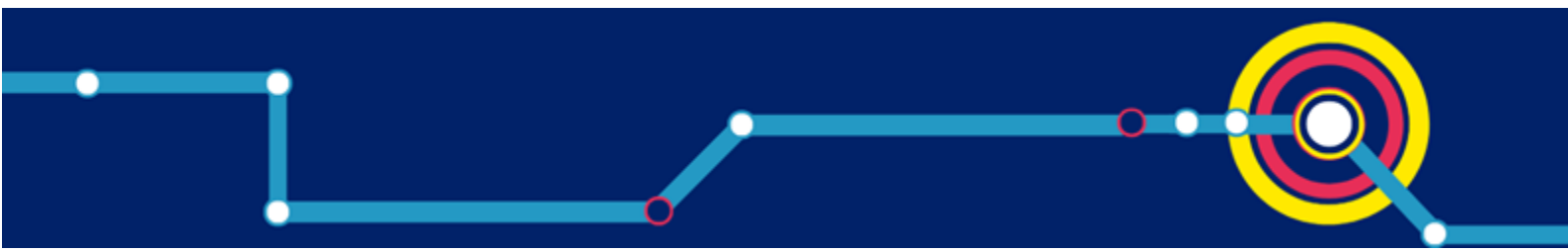
Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible. Referees should include your present, or most recent, employer.

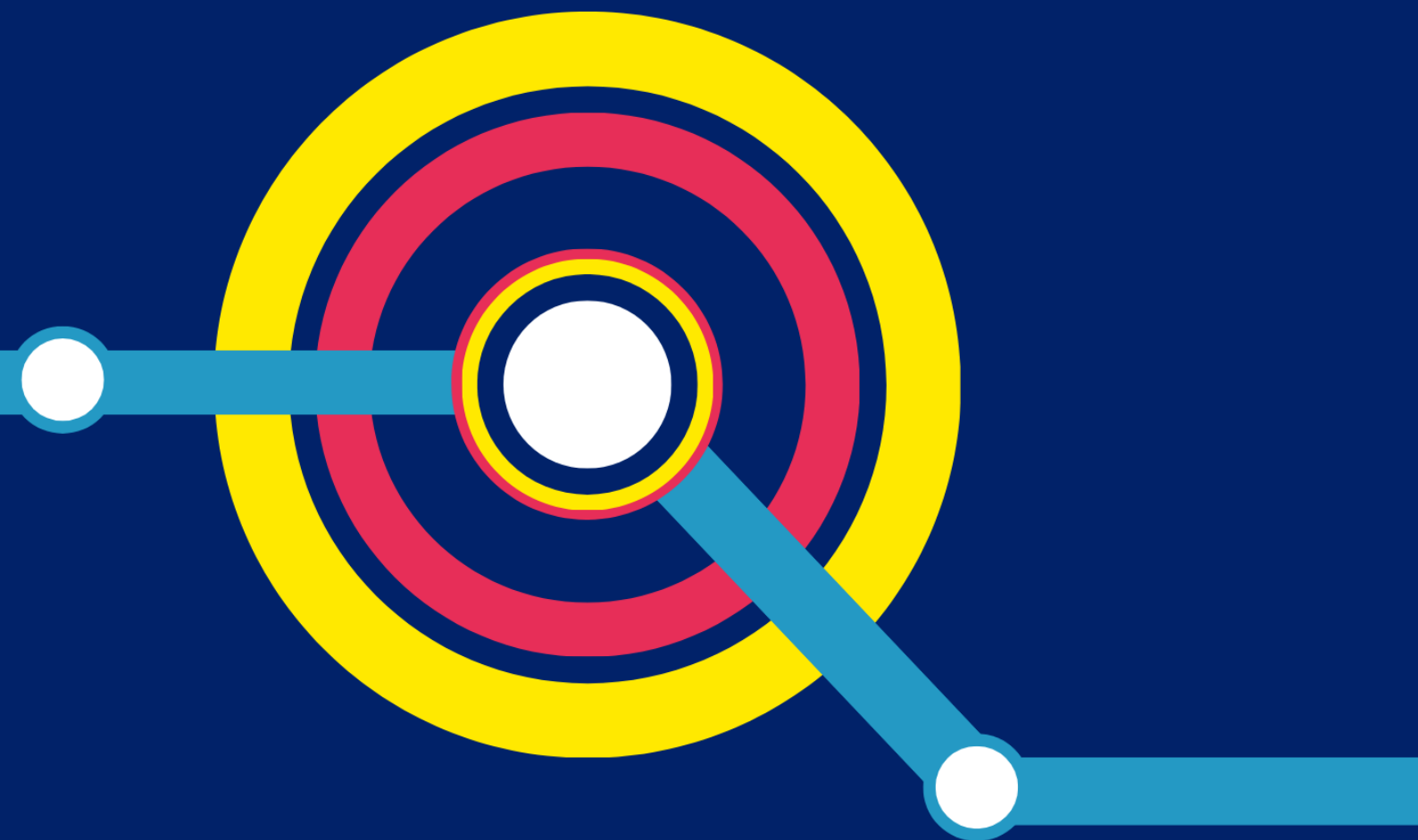
Application Procedure:

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

To be submitted no later than midnight 27 April 2025

Please note that interviews will take place on Wednesday 14 May 2025





**Harper Adams
University**

**Together,
we will make
the difference**