



**Harper Adams
University**

**Academic Guidance & Liaison Tutor (School of Coding)
Full time, 2-year fixed term**

Candidate Information Pack



About Harper Adams

Harper Adams University is a welcoming, forward-thinking community of over 600 employees working together to create real, lasting impact – ensuring that everyone, everywhere, can access sustainable food, land, and animal systems. Our work contributes directly to planetary health, animal welfare and ultimately human wellbeing. We're passionate about what we do – and about the people we do it with.

We are deeply committed to the wellbeing and development of our colleagues. Our annual employee survey consistently tells us that staff are proud to work here, feel trusted to do their jobs, and are supported by their managers. Our inclusive and empowering culture is one of the many reasons our people stay, grow, and thrive.

While our rural Shropshire campus remains central to who we are, our presence now extends to Telford – a town with a rich history of innovation and revolution, and a fitting symbol of our ever-evolving mission. This growing site strengthens our ties to the local region and reinforces our commitment to inclusive education and collaboration that reaches far beyond any single postcode. Our impact and reach are proudly regional, national and international.

We offer:

- A beautiful rural working environment
- Generous holiday allowance with the opportunity to purchase more
- Flexible, agile working opportunities
- On-campus retail, catering and gym facilities
- Free staff parking
- Corporate discounts at seven fitness centres in Telford and Wrekin
- Enhanced maternity and sickness benefits
- Disability Confident Employer status
- Employee Assistance Programme
- Cycle scheme supporter
- Workwear provided (where applicable)

Harper Adams is the UK's leading specialist institution serving the agri-food, animal wellbeing, engineering and land management sectors. We are a world-respected provider of industry-led education and research in food production and technology, animal health, environmental sustainability and sustainable business. Our work is grounded through partnerships – with more than 1,100 organisations in the UK and beyond – that fuel our research, shape our teaching, and deliver genuine impact.

We began life in 1901 as Harper Adams Agricultural College and became a university in 2012. Our Chancellor is Her Royal Highness The Princess Royal and our Vice-Chancellor, Professor Ken Sloan, joined us in 2021. Our rural campus near Newport in Shropshire is supported by a growing site in Telford, offering a range of housing options and excellent rail and road connections to the West Midlands and beyond. We've invested more than £50 million in our estate in the last decade – including leading-edge teaching, research and veterinary facilities, modern laboratories, and a purpose-built Veterinary Services Centre. Our commercial farm spans 494 hectares and plays an active role in our education, research, and knowledge exchange.

Take a virtual tour of the campus: [Virtual Tour](#)

We are proud to be the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing sectors, consistently delivering the largest cohort of graduates into these industries – with over 97 per cent going directly into employment. We currently welcome over 3,000 full- and part-time students across undergraduate and postgraduate courses, including subjects like agricultural engineering, veterinary nursing, business, land and property management, and veterinary medicine and surgery – the latter delivered through the Harper & Keele Veterinary School, established in 2020.

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

JOB DESCRIPTION

Title of the post:	Academic Guidance & Liaison Tutor (School of Coding) Full time, 2-year fixed term
Department:	Learner Support
Reporting to:	Academic Guidance Manager

The postholder will sit within Academic Guidance, part of the wider Learner Support Team based at the Edgmond campus, reporting to the Academic Guidance Manager. They will work closely with senior academic and professional services colleagues, including the Partnership Programme Manager and the Director of Academic Quality and Educational Partnerships. The role requires regular presence at the SoC Birmingham campus (minimum two days per month).

The postholder will:

- Play a key role in ensuring that students studying with the University's partner, the School of Coding and AI (SoC), receive high quality academic guidance, learning support and pastoral care. Students will be studying for BSc Hons Digital Management (with Foundation Year) at SoC's Birmingham campus.
- Work with a diverse cohort, predominantly mature learners from communities underrepresented in Higher Education.
- Identify need, design and evaluate targeted interventions that enable students to thrive in a university environment and overcome barriers associated with returning to study.
- Monitor student progress, advise on complex academic and wellbeing matters, and ensure that the support provided by SoC staff meets the University's academic and quality expectations.
- Act as link tutor for the degree programmes delivered at SoC, contributing to the enhancement of teaching, learning and student support practices.

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Main Duties and Responsibilities

Academic Guidance and Student Support

- Support SoC Module Tutors to provide specialist academic advice, guidance and mentoring to students across all levels of study at SoC, supporting their transition into and progression through Higher Education.

- Work with Course Managers to design and deliver the spiral induction programme, ensuring it meets the needs of a diverse and predominantly mature student body.
- Support SoC staff to identify students requiring additional or specialist support and make timely referrals to appropriate University services for complex cases.
- Oversee the quality, appropriateness and consistency of one-to-one academic support delivered by SoC staff, including support for assessments and the development of core skills such as mathematics and statistics.
- Develop and curate high quality, accessible and subject appropriate study support materials.
- Promote and model the values and expectations set out in the University's Respect Policy.
- Provide clear advice to SoC staff and students on the implications of assessment board decisions, including signposting to the Academic Appeals and Complaints Policies.
- Oversee the management of mitigating circumstances cases at SoC (including extensions) and advising on deferrals and condonement in line with University policy and Assessment Regulations.
- Contribute to service innovation to support partnership development, evaluate the impact on the university's provision, and contribute to the development of efficient systems.

Monitoring, Engagement and Student Wellbeing

- Lead the monitoring of student engagement in accordance with the Student Engagement Policy, analysing attendance, VLE activity and assessment submission patterns to identify students at risk of academic failure.
- Work collaboratively with SoC Module Tutors to ensure timely interventions where engagement concerns arise.
- Advise on concerns raised by SoC staff about complex cases relating to student health or wellbeing, following the Student Health and Wellbeing Policy and emergency referral protocols where appropriate.
- Oversee the management of student requests for withdrawal, transfer or breaks in study, ensuring compliance with relevant University policies and assist with communication channels involving the Student Success Assistant.

Teaching, Learning and Educational Enhancement

- Attend and contribute to the design, development and delivery of pre-entry and entry transition events, ensuring they are inclusive and evidence informed.
- Contribute to and provide guidance on the development of academic skills resources, workshops, embedded teaching sessions and other educational interventions across all levels of study.
- Work with the Partnership Programme Manager and SoC Course Managers to evaluate student and cohort progress, identifying enhancements to academic support services and contributing to continuous improvement of educational provision.
- Maintain an active programme of Continuing Professional Development, benchmarking practice against sector standards and contributing to the development of Academic Guidance within the University.

Academic Integrity

- Investigate suspected cases of academic misconduct in accordance with University procedures and work with the SoC course team to identify mechanisms and practices to minimise the risk of academic misconduct.

- Provide advice to tutors and students on good academic practice and the implementation of the University's Academic Misconduct Policy.

Other Duties

- Work at HAU's campuses to provide one to one study skills sessions and facilitate/deliver academic skills workshops as required.
- Provide amanuensis support during examination periods.
- Support or undertake educational research and evaluation activities that contribute to pedagogic enhancement and the development of professional practice within the University and the wider sector.
- Participate in open days, recruitment events and other student facing activities as required.
- Undertake any other duties commensurate with the level of the post, as requested by the Academic Guidance Manager, Head of Disability & Learner Support or Director of Academic Quality and Educational Partnerships.

Person Specification

	Essential	Desirable
Qualifications	Qualified to at least Honours degree Level Teaching qualification	Postgraduate Qualification
Experience	Extensive experience teaching and providing student academic support in a HE/FE Institution/ Post 16 environment. Experience of monitoring student engagement and implementing appropriate interventions. Experience of working with students who have protected characteristics under the Equality Act 2010. Experience of working with range of stakeholders (internal and external)	Experience of working with mature and diverse student cohorts
Knowledge/Skills	Excellent IT, numeracy, written and oral communication skills Ability to explain complex issues to students and to summarise and present information in a relevant way to different audiences	

Personal Qualities	Excellent interpersonal skills and the capability to develop highly effective working relationships with staff and students.	
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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 £35,608 to £38,784 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, fixed-term contract (up to two years duration). 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	The annual holiday entitlement is 22 working days, plus statutory bank holidays. In addition to this there are 10 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. 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.
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.

This position is not expected to meet the criteria required for the University to provide a Certificate of Sponsorship. Applications from candidates who need sponsorship to work in the UK will be assessed in line with the requirements outlined in the recruitment documentation. All hiring decisions will follow the guidance set by UK Visas and Immigration

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 completed no later than 10 September 2026.**

Please note that interviews will take place on 18 September 2026

Should you require any adjustments to complete your application for this role then please contact vacancies@harper-adams.ac.uk