**MAP Academic Tutors information (January 2021)**

The [Manchester Access Programme (MAP)](https://www.manchester.ac.uk/study/undergraduate/contextual-admissions/map/) is now recruiting new academic tutors for 2021. If you are an academic member of staff or a PhD student, you can support the progression of talented local young people to university.

This is a fantastic opportunity to contribute to the social responsibility goals of the University whilst also further developing your one-to-one tutoring.

**What is MAP?**

MAP is the University’s flagship widening participation scheme, supporting the progression of local sixth form (Year 12) students from underrepresented backgrounds into The University of Manchester or another research intensive university. You can find out more about MAP on our [webpages](https://www.manchester.ac.uk/study/undergraduate/aspiring-students/map/).  Each year we recruit approximately 640 students onto the programme, all of whom will have attended state school and have no history of higher education in their family.

In order to successfully complete the programme and earn a two A-level grade reduction(or equivalent)towards an admissions offer from The University of Manchester and a scholarship, each MAP student must complete an academic assignment.  The academic assignment is 1,500 words on a topic of their choice and will help them to develop the essential research and academic writing skills needed to be a successful university student.

**MAP Academic Tutors**

Being a MAP Academic Tutor involves supporting one to six MAP students during their time on the scheme, and overseeing their completion of the academic assignment. The tutoring process includes two 45 minute one-to-one meetings with each student via Zoom and the marking of their draft and final assignment. There is no requirement to be on campus, as we delivered MAP 100% remotely in 2020 and will do so again in 2021.

**Timetable of events**

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| **When** | **Activity** | **Description** | **Hours** |
| Thursday 6 May | **First Contact Tutor Day** | MAP Students will email you to introduce themselves and to arrange a time for the first meeting. |  |
| Friday 7 May –Thursday 3 June | **First Meeting** | To agree on an appropriate assignment title and go through the expectations and learning outcomes of the assignment process. | 45 minutes |
| Wednesday 23 June | **Second Contact Tutor Day** | MAP Students will email you to contact to arrange the second meeting |  |
| July | **Mark Draft Assignment** | Mark the draft assignment through Blackboard.  You must provide feedback by Tuesday 10 August. | 2 hours |
| Wednesday 7 July – Tuesday 10 August | **Second Meeting** | To give feedback to the students regarding the draft they should have submitted to you and to highlight areas for improvement. | 45 minutes |
| September | **Mark Final Assignment** | Mark the final assignment through Blackboard.  You must provide assigmnent marks by Sunday 5 September. | 1.5 hours |

**Payment**

Payment is fixed at £60 per student you tutor.These are paid in two £30 instalments - one payment after the first meeting and one after the final assessment has been marked through Blackboard.

**Availability**

Please note that you will need to have a current contract with the University of Manchester to cover the dates set out above. We make the final payment at the end of October, once all academic assignments are complete. For this reason, please note on the application form if your contract ends before November 2021. Please also note any planned periods of extended absence that cover the dates above.

**How to Apply**

If you are interested in becoming a MAP Academic Tutor, then please complete the online [application form](https://www.qualtrics.manchester.ac.uk/jfe/form/SV_5cNwEK24wVfRUwJ).The application form takes approximately 7 minutes to complete.

The application closing date is midnight on Sunday, 7 February 2021. Successful applicants will be contacted by the end of February.

How applications are considered

Although we would hope to offer as many colleagues as possible the chance to work with us, we cannot guarantee that by completing the application you will be able to tutor on the programme next year.

Priority will be given to the following:

1. Individuals that indicate they can tutor in subject areas that are in demand for the 2021 cohort. (As we are still recruiting students for 2021, we are still unsure of subject demand and how many tutors are required for each discipline).

2. Individuals that have previously applied to be an Academic Tutor but have not been offered this opportunity.

3. We will then consider how well an individual has met the person specification on their application.

Person Specification

* Experience of working with young adults or young people under the age of 18, delivering mentoring, tutoring, outreach or enrichment activities.
* Excellent communication skills (oral and written), demonstrating the ability to understand and adapt to different learning styles to communicate in a way that is clear and engaging.
* Excellent interpersonal skills and evidence of developing positive and professional relationships with individuals from a diverse range of backgrounds.
* Ability to offer advice, support and guidance in a constructive, positive and non-judgmental way.

**DBS and Training**

All new tutors must have an up to date Disclosure and Barring Service (DBS) check in order to work as an academic tutor on MAP. This is to ensure we are working in line with the University of Manchester’s [Child Protection Policy.](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4287)  If you are successful in being offered this role, and you do not currently have a DBS check, then you will be invited to complete a DBS check by the MAP team in March.

All new tutors must also attend a compulsory tutor training session. We will be running training sessions for all tutors during March and, if we are able to offer you a tutoring role, will be in touch to let you know when they are running.  You will also be supported by the MAP team throughout the process and receive resources to help you.

We look forward to receiving your applications. Please do not hesitate to contact Alex Jackson (MAP Officer) via [map@manchester.ac.uk](https://outlook.manchester.ac.uk/owa/map@manchester.ac.uk/redir.aspx?C=aJcXOAYy41LVZp4KVB67am0jMlxsNFk1wU5U1ab4LaVOFaMttlbVCA..&URL=mailto%3amap%40manchester.ac.uk) if you have any queries.