

The University of Manchester

Job Description

Job title:	Teaching Learning and Students Officer (Widening Participation)
Reports to:	Head of Teaching + Learning Development
Organisation unit:	University of Manchester Library: Faculty & Student Partnerships
Date:	April 2021
HERA:	MAPPS-UML-F&SP-T&LD-C (444, Grade 6)

Overall purpose of the job:

Working within the Teaching and Learning and Students team, this role will

- coordinate the development and delivery of the University of Manchester Library's Widening Participation service to ensure a holistic approach across all sites
- work with the University's Widening Participation staff to ensure the Library's integration with and contribution to the wider widening participation and social responsibility work across the University
- ensure all the Library's widening participation initiatives are appropriately aligned with the requirements of the National Curriculum and relevant post 16 education initiatives
- ensure the Widening Participation service complements and contributes appropriately to the John Rylands Library's public engagement programmes

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To contribute to the strategic development of the Widening Participation service, expanding its scope, reach and impact and ensuring that the service reflects advances and changes in local and national learning strategies and priorities
- To line manage the Teaching Learning and Students Coordinator (Widening Participation) (including recruitment, performance management and staff development)
- To use, disseminate and inspire innovative teaching approaches, including online and blended learning, and ensure materials, teaching and outreach are inclusive and accessible
- To work in partnership with staff for LEAs, schools, University Widening Participation and the Library to develop, co-ordinate, plan organise, promote and deliver the Library's Widening Participation programme
- To lead on the evaluation and development of the Widening Participation service, ensure that appropriate quality assurance mechanisms are in place and provide regular reports to the Head of Teaching + Learning Development and other stakeholders

- To lead the Library Widening Participation service in developing resources, teaching materials and other support that meets the requirements of the National Curriculum and post-16 education, including particular groups, for example Gifted and Talented and SEND
- To ensure the inclusion of resources from the Library in the Widening Participation service, including Special Collections materials and resources and wider Library services, resources and specialists
- To work alongside curators, managers and others at the John Rylands Library and John Rylands Research Institute to incorporate the Widening Participation service into visitor programme and public engagement initiatives where appropriate
- To develop and maintain sufficient knowledge of the collections at the John Rylands Library and the resources across the Library as a whole to have an understanding of their relevance and application to the Widening Participation service
- To take an active approach to professional and service development and attend and present at conferences, seminars and other events
- To contribute to the Faculty and Student Partnerships directorate and wider Library, where appropriate, in the areas of teaching, learning and widening participation
- To ensure the Library's Student Team is involved as an integral part of designing & delivering relevant student-focused learning programmes and services, support and initiatives
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

Person Specification:

Essential knowledge, skills and experience:

- Qualified teacher status or the equivalent professional qualification with significant, current post-qualification teaching experience within the last five years
- Significant practical experience of teaching and curriculum development
- Up to date, practical knowledge of the requirements of the national curriculum and post-16 years education
- Evidence of innovative teaching methods and curriculum development, with a strong awareness of evidence-backed learning strategies, digital and blended learning and inclusive and accessible practice
- Direct evidence of a commitment to valuing and supporting a collaborative working model across a service
- Excellent oral and written communication skills
- Excellent interpersonal and organisational skills
- A methodical, well-organised and flexible approach to work

- Experience motivating and developing staff
- The ability to be proactive and manage competing demands
- Ability to work flexibly in and across teams
- Digital literacy with a high level of proficiency in Microsoft Office packages and web-based applications. Ability to adapt and respond to new technologies, and an awareness of current technology available in teaching and learning

Desirable skills, knowledge and experience:

- Relevant post-graduate qualification or equivalent relevant experience
- Relevant qualifications in supporting specific cohorts of students: ie Gifted/Talented, English Language Learners, or others
- Clear appreciation of potential use and impact of Special Collections materials, and an understanding of the limitations in using such sources
- Experience of supporting others in developing teaching plans, materials and resources
- Experience with the Higher Education widening participation sector