

Dear Colleagues,

The [Manchester Access Programme \(MAP\)](#) is now recruiting new academic tutors for 2022. If you are an **academic member of staff or a PhD student** and want to support the progression of talented local young people to university, we want to hear from you!

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](#). 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 1- 6 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 MAP tutoring is delivered 100% remotely.**

When	Activity	Description	Hours
First week of May	First Contact Tutor Day	MAP Students will email you to introduce themselves and to arrange a time for the first meeting.	
May - June	First Meeting	To agree on an appropriate assignment title and go through the expectations and learning outcomes of the assignment process.	45 minutes
Late 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.	2 hours
July - 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.	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 or PhD ends before November 2022. 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](#). The application form takes approximately 7 minutes to complete.

The application closing date is midnight on Sunday 6th February 2022. 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 2022 cohort. (As we are still recruiting students for 2022, 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](#). 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 if you have any queries.

Best wishes,

The MAP Team

The MAP Team | Manchester Access Programme | Undergraduate Recruitment and Widening Participation | Division of Communications, Marketing and Student Recruitment | 2.054 The Rutherford Building | Coupland Street | The University of Manchester | Manchester | M13 9PL

Please note that the MAP Team are all currently working from home in line with university guidance

Email: map@manchester.ac.uk

Web: www.manchester.ac.uk/undergraduate/map/