

SECTION A: THE ROLE	
Job Title:	Rehab Personal Tutor
Institute/Service:	Institute of Health
Job Grade:	Grade 06
Job Family:	Services
Job Location:	Carlisle
Responsible To:	Principal Lecturer – Physiotherapy and Occupational Therapy
Role Purpose:	
To work as part of a team supporting students across the University’s rehabilitation programmes, principally pre-registration Physiotherapy and Occupational Therapy. The post holder will provide support, advice and guidance to undergraduate and postgraduate pre-registration students on the BSc and MSc programmes. Acting as a first point of contact for academic, pastoral and practice-based queries, and work alongside programme teams to help students progress successfully through their course. The role will act as coach and mentor for students, monitoring engagement and progress, helping them to respond to learning challenges, and providing feedback to academic programme teams. The role is central to preparing students for practice placements and to supporting them while on placement. You will be one of the first points of contact for student welfare issues, escalating concerns where they are more complex or serious. You will work with students to ensure they engage with the practice-based learning requirements of their programme and collect appropriate evidence to demonstrate achievement of competency outcomes in accordance with professional and regulatory body requirements. You will build and maintain working relationships with placement providers, practice educators and clinical partners to facilitate comprehensive student support and maximise future opportunities, while upholding the values and reputation of the University of Cumbria. You will ensure that course, professional and regulatory body standards, guidelines and regulations are understood and followed by students and placement partners. Monitor and report on the quality of placement support to ensure that the standards set by the University and by professional/regulatory bodies are met in full. Engage with quality assurance and compliance procedures as required to ensure that University and external organisation standards are met. Participate in external networks, open days, applicant events and visits to placement providers and colleges to promote the University’s rehabilitation programmes.	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
Your principal duties and responsibilities are outlined below:	
1.	Maintain familiarity with relevant professional and regulatory body standards for physiotherapy and occupational therapy, and with University academic regulations and student support procedures.
2.	Act as personal tutor to an allocated group of undergraduate students across the rehabilitation programmes, arranging, conducting and documenting scheduled tutorials and progress reviews.

3.	Give advice and guidance to students on academic programme structure, University regulations and the relationship between taught learning and practice-based learning.
4.	Monitor academic and practice-based performance and engagement of students, and provide support and interventions as required, in conjunction with the relevant academic team (including programme and module leaders) and placement providers. This includes the timely and accurate completion of tutorial and review records and making the appropriate referrals where action is needed.
5.	Contribute to delivery of University sessions that focus on study skills, professional development and placement preparation, and to the use of relevant student record and e-portfolio systems, under the guidance and leadership of the academic team.
6.	Support the co-ordination of practice placements, liaising with placement providers and practice educators to confirm arrangements, monitor student experience and address issues arising during placement.
7.	Maintain accurate and comprehensive records of interactions with each student, in line with University record-keeping and data protection requirements.
8.	Prepare progress reports in respect of each student supported, contributing to programme-level monitoring, progression and student success processes.
9.	Pro-actively oversee and support student compliance with placement, occupational health, DBS and professional suitability requirements, escalating risk where appropriate.

Additional Information:

You may on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 6 Role Title: Rehab Personal Tutor	Essential/ Desirable	To be identified by:
Qualifications Foundation Degree (or equivalent) Accredited by the Higher Education Academy to meet standard two of the National Framework of professional standards for teaching and supporting learning or completion of such accreditation within 2 years.	Essential Desirable	Application Form Application Form
Experience Successful experience of coaching, mentoring and supporting learners Experience of working in a rehabilitation, health or social care setting Experience of supporting students in higher education, including students undertaking practice-based learning or placements Ability to recognise, apply and evaluation effective methods within the appropriate context, utilising technology wherever appropriate. Commitment to engage in and maintain quality/compliance systems based on regular and recorded periodic reviews. Committed to facilitating students' practice-based learning and development. Effective oral and written communication skills including presentational skills. Ability to work effectively as part of a team or self-directed. Ability to motivate and support students and have knowledge of individuals learning styles and development needs. Experience of working in higher education and awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job. Developing expertise and theoretical knowledge.	Essential Desirable Desirable Essential Essential Essential Essential Essential Desirable	Supporting Statement/ Interview Application Form Application Form Supporting Statement/ Interview Supporting Statement Supporting Statement/ Interview Interview Supporting Statement Supporting Statement/ Interview Application Form/Interview
Knowledge, skills and abilities Skills to assess and organise resources, and plan and progress work activities, projects, and implement improvements within own area of work, using initiative and judgement with limited recourse to others. Skills to research collate and edit material for inclusion in reports/other documents.	Essential Essential	Supporting Statement/ Interview Application Form/Interview

Well-developed analytical/problem solving capability to perform detailed analysis of information and identify issues to support decision making.	Essential	Application Form/Interview
Ability to provide detailed guidance, coaching, and instruction to develop the knowledge and skills of others.	Essential	Application Form/Interview
Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology and development and maintenance of websites eg Office 365.	Essential	Application Form/Interview
Professional approach to work and work colleagues and an ability to work independently and show initiative.	Essential	Interview