



Associate Tutor for Academic Skills

This role holds responsibility for providing individual student support to enable academic flourishing under the direction of the Lead Tutor for Academic Skills.

St Mellitus College (SMC) is one of the leading theological training colleges in the world, seeking to provide innovative theological education and training for those called to serve Christ in the church and the world. Our vision is to see theologically confident and committed followers of Jesus in every church. We are a national college with delivery centres across the UK and key partnerships internationally. The training we offer at introductory, undergraduate, and postgraduate levels is vibrant and rigorous.

EXPECTATIONS

All academic and ministry staff are expected to engage in four primary areas which should be exhibited in their delivery of key tasks and responsibilities and in their own personal qualities and character. Engagement in each of these areas may take a number of different forms dependent on the individual, their experience, areas of expertise, and personal and professional development.

Excellence in Teaching & Learning	<p>We seek to deliver academic excellence, offering high quality teaching which enables and enhances students' learning.</p> <p>We want our staff team to be at the cutting edge of thinking as well as pedagogical practice and striving to provide the best learning experience for students as well as taking responsibility for investing in and developing their own skills and knowledge.</p>
Excellence in Formation	<p>We believe all Christians should be investing in the formation of Christ-like character, formed by the Holy Spirit.</p> <p>Staff members have responsibility for overseeing and supporting the formational journey of students and should themselves remain open, engaged and responsive to their own growth and formation in Christ.</p>
Contribution to the Church	<p>We believe that the true home for theology is within the church and should be undertaken in the context of worship, prayer, mission and unity.</p> <p>Staff are expected to be actively involved in a local church, engaged in mission, seeking to serve and build up the church, and contributing both in local ministry and where applicable in national conversations.</p>
Contribution to the College	<p>We want staff to be committed to the vision, values and work of the college, to have a passion for its mission and a sense of personal responsibility for the overall success of the team.</p> <p>Staff should participate fully in and have a willingness to contribute to the wider life of the college.</p>

KEY TASKS

- Work with Academic Skills tutor(s) to offer 1:1 appointments (in person and online) with students at any level.
- Work with academic staff to provide tailored teaching or resources for students on how to approach specific academic tasks or assignments

OTHER RESPONSIBILITIES

- Attending occasional College residentials and teaching weeks as required.
- General administrative duties and other tasks, as required by the Director of Studies or Academic Dean.

KEY COMPETENCIES

- Competency in teaching English grammar and the requirements and conventions of essay and dissertation writing in an arts subject in the UK
- (Desirable) Experience of supporting student learning in a higher education institution
- (Desirable) Experience of teaching and assessing at Levels 4-7 in higher education
- Attention to detail and efficient administration
- Prayerful passion for theology transforming people's minds, lives and society.
- Flexible, reliable self-starter who is able to collaborate and work well with others.
- Personable, engaging and empathetic with strong inter-personal and pastoral skills with individuals and groups.
- Ability to deal with people from diverse and varied backgrounds.
- Support of St Mellitus College's mission to 'provide innovative theological education and training for those called to serve Christ in the church and the world.'
- Support for the training of men and women alongside each other for ordained, licensed lay and wider ministry.
- Support of St Mellitus College's commitment to Generous Orthodoxy which trains ordinands in such a way that all mainstream traditions of the Church have proper recognition and provision within the training.
- Attendance and involvement in a local church context

WORKING ENVIRONMENT

The College is dedicated to providing theology in the context of worship, unity and mission, all of which helps Christians explore their faith more deeply. We are outward-looking, prayerful and striving for excellence in everything we do. We seek to be professional at all times, taking God seriously but not ourselves.

JOB REQUIREMENTS and BENEFITS:

- This is a variable hours position (1-5 hours per week) paid at £16-£21 per hour, depending on experience.
- The post will be based at our London Centre. Whilst delivery of the role mainly during weekdays, the role could involve some Tuesday evening commitments if the post holder is available.