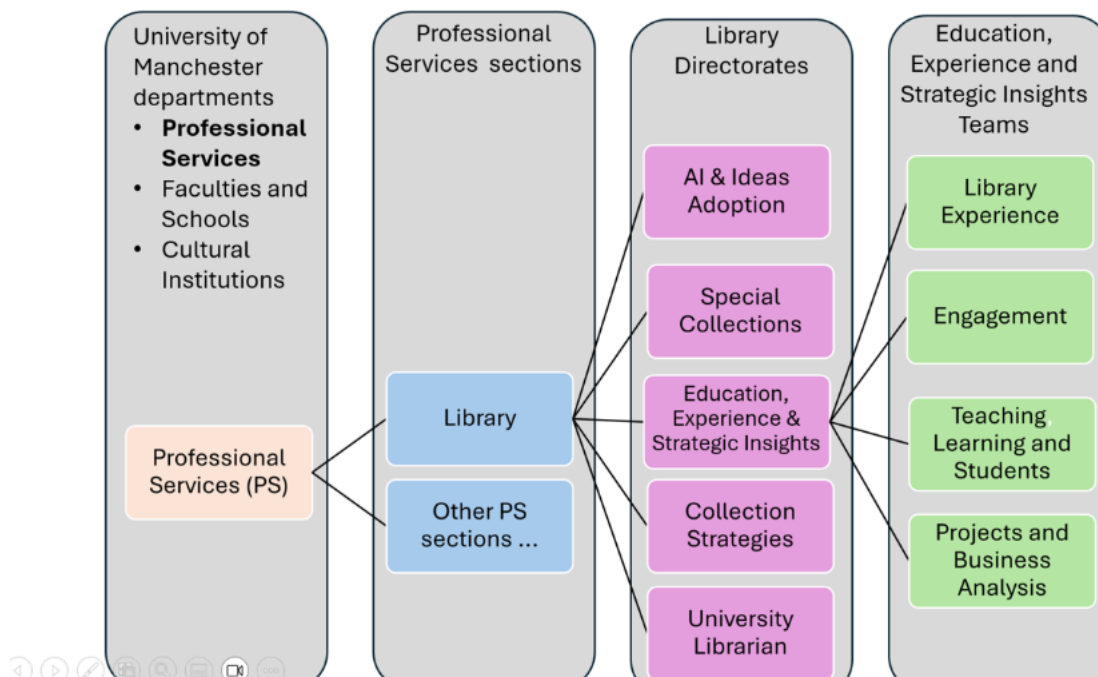


Teaching Learning and Student Coordinator

Teaching, Learning and Students, University of Manchester Library

Further information for candidates

The Teaching Learning and Student Coordinator role sits in the Teaching, Learning and Students (TLS) Team within the Library Directorate of Education, Experience and Strategic Insights (EESI). See below for an overview of where TLS sits within the University and Library.



More about the Teaching, Learning and Students Team

- We are Teaching Learning and Students (TLS), and we support the success of our students through every stage of their learning experience by providing accessible, proactive and innovative service and learning resources.
- TLS includes the [Library Student Team](#) (LST) of 15-25 students, alongside around 30 other staff. The LST's main aim is to support learning and the student experience across the Library, bringing the student voice, perspectives and presence to Library services and campaigns.
- Services we support include [My Learning Essentials](#) (MLE), our multi-award-winning learning core support service; [Specialist Library Support](#) (SLS), providing expert support to students and staff; [Widening Participation](#) (WP), part of our widening access/outreach work; Credit Bearing Teaching (CBT), comprising taught [undergraduate](#) and [postgraduate](#) course units which the Library develops and delivers; and [My Research Essentials](#) (MRE), supporting research(ers). Wherever possible, we make all our resources open access and openly licensed, so that anyone can access and reuse them, As well as offering our services to all for self-access, we work with staff across the institution to embed more tailored support within the curriculum, and other areas of University life.
- We oversee the Library's teaching and learning in addition to what we deliver ourselves, and maintain the [Library Principles of Teaching and Learning](#) and [Library Teaching and Learning Evaluation and Data Principles](#). We also advise, collaborate and disseminate at a University level and beyond.
- We have a [Quality Assurance](#) process, to ensure that we create inclusive learning materials that can be accessed by all, and to enable all learners to gain the most from teaching and learning materials by removing barriers to access.

- We have a team charter. This covers how, when and where we work, our approach to meetings, planning and decisions, how we reflect on and support personal and service development, how we use technology, our mentoring for new staff, how we communicate and get together, how we encourage collaboration and creativity, how we ensure flexibility and support reasonable adjustments, how we support wellbeing and optional social activities.
- We have a [Library Teaching Development Programme](#), divided into areas of Pedagogy, Practice, and Praxis (we like alliteration). This is there to support your development from induction onwards (including leading to accreditation such as AdvanceHE fellowship), and the development of our staff and teaching.
- We work with colleagues in teams around the Library, the institution, and beyond, to support our own learners, educators and staff, and anyone around the world who wishes to access our support.

The Education, Experience and Strategic Insights Directorate

The Teaching, Learning and Students Team sits within the Education, Experience and Strategic Insights Directorate, alongside teams focused on Library Experience, Engagement and Projects and Business Analysis. Together, these teams work closely to support students throughout their academic journey, using data-informed insights to guide decisions and deliver a cohesive, student-centred experience.

More about the role

The Teaching Learning and Student Coordinator supports the delivery and coordination of the Library's teaching and learning services. Working within the Teaching, Learning and Students team, you will work collaboratively with colleagues across the Library to support teaching and learning programmes, deliver teaching, provide enquiry support services, and contribute to the work of the Library Student team.

Through this work, you will help to ensure that all students and staff at Manchester have equitable access to the resources and support they need to succeed in their learning, teaching, and research.

What you will do

You will use your experience of supervising or coordinating the work of others to oversee day-to-day tasks, project work and ensure the smooth running of Teaching and Learning services.

You will use your experience of supporting learning in student facing settings to collaborate with others to deliver teaching and learning support on the Library skills programmes. Using good communication skills, you'll provide frontline support to help Library users to access services. Your organisational and planning skills will be used to plan and oversee areas of work to ensure a consistent and high-quality support offer. You will use your digital skills to make ongoing improvements to systems and processes. You will also contribute to our Quality Assurance processes by reviewing, updating and improving teaching materials and resources to ensure they remain inclusive and accessible.

Who you will work with

Collaboration will be central to your role, and you will engage with Librarians, Learning Developers, and the Assistant Teaching and Learning Services Manager. You will work with others across the EESI directorate on Library campaigns. You will work closely with other TLS Coordinators, the Library Student Team, TLS Administrator and TLS Interns.

What you will work on

Co-delivery on the academic skills programmes in group settings, 1-2-1 student facing support in drop-ins and through the enquiry service and collaborating with others on the design of inclusive and accessible teaching materials. You will work collaboratively with others to ensure the coordination of services. You will provide administrative support to oversee and improve systems and processes and contribute towards the work of operational groups. You will support operational planning and lead on areas of programme admin and campaigns. You will contribute towards the work of the Library Student Team.

What you will bring to the role

A successful Teaching Learning and Student Coordinator will bring experience of supporting learning in student facing settings, an understanding of diverse student needs and an awareness of support services and information resources within HE Libraries.

You will:

- have experience of supporting learning through teaching, training, or facilitation, in student-facing settings.
- use your good organisational and administrative skills to support efficient service delivery and improvements, prioritise work, meet shared goals and oversee the work of others.
- have digital confidence, with the ability to use standard workplace systems and tools to support teaching, learning or service administration.
- be comfortable collecting and organising basic service data and feedback to support evaluation and continuous improvement.
- be a confident communicator, using clear and accessible approaches and experience of working collaboratively with a range of stakeholders.

Please review the job description for all essential skills and experience required for the role.

About the University of Manchester Library

Overview

The University of Manchester Library (UML) is the third-largest academic library in the United Kingdom and a key part of the country's largest single-site university. Its collections exceed 10 million items, including 1.4 million Special Collections housed across eight sites on campus and two off-site storage facilities. These collections span over five millennia, encompassing every medium used for written communication, from cuneiform clay tablets to email archives.

Visitors and Engagement

UML welcomes over three million students, researchers, and visitors each year across its eight sites, supporting learning, research, and public engagement. The Library's vision and strategic direction are outlined in the Imagine2030 strategy, reinforced by an operational plan that fosters collaboration with staff, the University, and civic, national, and international partners.

Staff and Structure

We have about 320 staff, comprising 5 Directorates (University Librarian; AI and Ideas Adoption; Collection Strategies; Education, Experience and Strategic Insights, and Special Collections).

The Library operates a Distributed Leadership Model, comprised of the Library Management Group and Directorate Management Teams (DMTs), where teams are empowered to make decisions and experiment to improve services for our many communities, guided by our shared Imagine2030 vision. All staff can support and influence key areas of activity through our Library-wide groups, overseeing activities such as Equality, Diversity and Inclusion, Environmental Sustainability, Spaces Governance, Incident Management, Health and Safety, Staff Learning and Organisational Development, and Wellbeing. All line managers are further supported by the Staff Management Forum which provides regular opportunities for managers to develop their management skills and to share their expertise and experiences with each other.

Ways of Working

The [Library Working Together Charter](#) outlines the way we work together across the Library. This informs team level charters which set the team direction and ensure consistency in the way we work together through effective communication and appropriate use of technologies.

How to apply

Before you apply for this role, please make sure you read through the full list of criteria in the 'Person Specification' section. In your online application pay particular attention to the section called 'Additional Information', which you should use to address each of the person specification requirements in turn, and give some specific examples of how you meet them. Keep the 'Key Accountabilities' in mind as you do this.

For an informal chat about the role, please contact Kathryn Miller (she/her) Teaching Learning and Students Assistant Manager, kathryn.miller@manchester.ac.uk

General enquiries: People.recruitment@manchester.ac.uk

Technical support: <https://jobseekersupport.jobtrain.co.uk/support/home>