**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Access to Work Support Worker</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Law and Criminology</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 6</td>
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<tr>
<td>Accountable to:</td>
<td>Anne Brunton, Lecturer in Criminology</td>
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<tr>
<td>Hours</td>
<td>6 hours per week (average)</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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**Purpose of the Post**

To support Dr. Anne Brunton (Lecturer in Criminology) in her scholarship, teaching and administrative work. This role is designed to provide disability support for Dr. Anne Brunton and thus covers tasks that she cannot do or where she encounters challenges due to her disability.

Anne is a teaching-focused Lecturer in Criminology. Anne teaches undergraduate modules relating to the criminal justice system and social policy. Please note a degree in criminology or sociology is not required for this post but knowledge of the higher education sector is required, including confidence with use of IT systems (used for information sharing, teaching resources and academic administration).

The position is for 6 hours per week during the 10-week teaching terms and hours will be fewer outside of teaching weeks. Remote working is possible.

**Key Tasks**

Supporting academic administration activities. This may include:
- Doing preliminary literature searches
- Student-related data administration (e.g. checking for accuracy)
- Supporting data collection
- Supporting accessibility of materials for teaching
- Managing time and diary, including communication (e.g. to students) of arranged meetings

Supporting teaching activities. This may include:
- Maintaining eLearning platform (e.g. Moodle)
- Student communication
Supporting admin activities
- Helping to write reports for internal and external use
- Preparing information for committee meetings
- Minute / note taking during meetings
- Co-organising and facilitating of events / conferences / workshops

To carry out any other duties as are within the scope, spirit and purpose of the job as requested by Dr. Anne Brunton.

Duties and responsibilities may be amended by Dr. Anne Brunton as necessary, in consultation with the post-holder.

To undergo continued personal professional development.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of Dr. Anne Brunton. The post holder will be expected to undertake other duties as appropriate and as requested by their manager (Dr. Anne Brunton).

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: Students, other members of staff within the school/department and College, and other stakeholders.