

## Job Description

**JOB TITLE:** Specialist Tutor Learning

**HOURS:** 37 hours a week ,Part time hours considered.

**REPORTS TO:** Relevant ALS Leader

**RESPONSIBLE FOR:**

**CAMPUS:** All campuses and off site locations

**JOB PURPOSE:** To identify, facilitate and deliver additional learning support to learners as required throughout their learning journey

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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**The main duties and responsibilities of the post include the following:-**

1. To deliver underpinning literacy and numeracy sessions outside of the classroom, including independently planning group and individual work programmes and reviewing work activities to contribute to retention and achievement of students.
2. To liaise with relevant members of staff within a curriculum area & the ALS department to ensure that additional support needs are met for learners within the area (support interviews, in class support, access arrangements etc)
3. To reinforce learning delivered by the lecturer and to deliver Literacy and Numeracy support in class, 1-1 or in small groups. This may include specialist support for students who need additional support to achieve their goals, including those with barriers to learning.
4. To supervise students to ensure standards of work and behaviour are maintained.
5. Help students to learn effectively through clarifying instructions, motivating, helping, providing physical support, etc.
6. Establish a supportive relationship with students to enable effective delivery of responsibilities, including promoting / reinforcing the student's self-esteem.
7. Take part with the appropriate team in the regular assessment of student progress, target setting, record keeping, including contributing to the preparation of ILPs / Annual

review documents and progress reports. This to include taking part in initial assessments and interviewing and providing cover for exam arrangements (e.g. reader or scribe).

8. Act as a role model for students by displaying appropriate behaviour.
9. Attend relevant in-house training as required by the College.
10. Attend and contribute to team meetings.
11. To act as a confidential point of contact for information between student, tutor and team.
12. To operate within the bounds of College procedures and policies such as Child Protection, Health & Safety, Data Protection, etc, ensuring that all parties related to the student are aware of their responsibilities as well.
13. Participate in the College's appraisal and graded lesson observation schemes.
14. Any other duties commensurate with the grading of this post as may be required from time to time.

## NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

## PERSON SPECIFICATION

### Specialist Tutor Learning

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Educated to a minimum Level 2 (GCSE A* – C) qualification in Maths or equivalent	X		
Educated to a minimum Level 2 (GCSE A* – C) qualification in English or equivalent	X		
Hold a recognised Teaching Qualification (CTTLS) or be willing to work towards one.		X	
Hold a Level 3 Certificate in preparing to support learning or equivalent		X	
<b>EXPERIENCE</b>			
Experience of working successfully with relevant client group within an educational setting; students with Dyslexia, visual loss, social, emotional and behaviour difficulties etc.	X		
Experience of supporting and mentoring colleagues		X	
Demonstrable experience of providing high quality customer service in a busy environment		X	
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Proven verbal, written & communication skills – the ability to communicate effectively with a wide range of people, both internally and externally at all levels	X		
Demonstrable ability to use IT including Word, Excel, Outlook, Internet, PowerPoint and Access		X	
Ability to work proactively, with minimum supervision and to prioritise own workload	X		
Flexible approach to working practices including the ability to work effectively as a member a team member	X		
Knowledge and understanding of the importance of confidentiality and dealing with sensitive information	X		
Knowledge of current developments within relevant field		X	

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation