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**Job Description**

**Numeracy Support Tutor**

Responsible to: **Learning Support Manager**

Job purpose:To provide specialist numeracy support to both individual students and small groups of students which meets their individual learning needs and enables them to progress and achieve.

**Key Duties**

**Professional Responsibilities:**

* Carry out initial assessment and identify learners who need support and further diagnostic testing to identify individual learning needs
* Interview learners and formulate an Individual Learning Support Plan, and associated documents
* Provide individual and small group tuition in:
* Numeracy (to at least level 2)
* Study Skills (including time-management, organisation skills, revision, note-taking skills), or other generic skills as appropriate
* Provide specialist support to students with disabilities and specific learning difficulties:
* Support the integration of learners into college life
* Develop the use of Assistive Technology to help learners access education and to help learners with their coursework and revision
* Support the transition from dependence to independence
* Some Personal Care may be involved
* Contribute to the build-up of Resource Bank and to research up to date info/resources.
* Complete accurate records of support provided and attendance
* Monitor progress of individual students in completing their programme of support, including regular reviews
* Communicate to Guidance Support and subject tutors on progress and attendance of students receiving support
* Liaise with other staff within college providing student support (e.g. GSTs, college counsellors) on matter such as progress and attendance of students receiving support

**Quality:**

* Participate in professional development reviews and staff development activities.
* Contribute to college and departmental self-assessment / planning.

**Responsibilities of all staff:**

* Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
* Carry out administrative duties relevant to the post, including maintaining records and providing information/data
* Work within college guidelines and promote college values
* Give due consideration to Health & Safety and Equality & Diversity issues within all activities
* Maintain confidentiality regarding sensitive or personal information
* Carry out other duties as reasonably required by the Principal.

*Updated July 2018*