



Independent Learning Support Tutor

ILS Tutor

Full Time – 37 hours per week – Fixed term contract up to 1 year

Based at the Welwyn Garden City Campus – requirement to travel to SMF Campus on occasions

£27,776 - £30,359 per annum

We are looking for a Specialist Tutor who is qualified to assess Access Arrangements to work at our Welwyn Garden City campus for our Independent Learning Support team.

The role will include providing support and assessment for individuals or groups of students with learning difficulties and/or disabilities, assisting them to access the curriculum and develop strategies towards independence within a mainstream FE environment. You will need the ability to communicate effectively with curriculum areas/ parents/ carers/multi-agency partners and work effectively with the Head of Department to ensure that student needs and college objectives are met by delivering a high quality student experience.

To be considered for this post you will need to hold a Level 7 qualification in Assessing Students for exam arrangements. This could be OCR, Real Training or a BDA practising certificate with a minimum of 2 years' experience of completing exam arrangements.

Closing Date: Sunday 24th June

Interview Date: To be confirmed

Job Description

CAREER FRAMEWORK - Learning Support Framework

JOB TITLE - ILS Tutor

REPORTING TO - LLS manager

SUMMARY OF POST

To provide support and assessment for individuals or groups of students with learning difficulties and/or disabilities assisting them to access the curriculum and develop strategies towards independence. Communicate effectively with curriculum areas/ parents/ carers/multi-agency partners. Work with the Head of Department to ensure that the curriculum area meets college objectives through delivering a high quality student experience.

KEY RESPONSIBILITIES

- Consistently provide specific specialist support to students to enable them to access their course, develop strategies to be independent and make better than expected progress given their starting point. This includes developing innovative and flexible teaching, learning and assessment strategies and regularly considering and updating methods, learning materials and resources.
- Responsible for assessing the support needs of students sharing information with relevant members of staff ensuring the timely provision of support.
- To produce reports for external parties e.g. JCQ, adhering to set guidelines and timescales. Use flexibility to adapt content and meet need. Continued updating of CPD to meet other statutory requirements for reports.
- Provide curriculum teams with information about the student's needs which will be effective in supporting teaching, learning and assessment as well as supporting curriculums to facilitate and promote the use of multi-sensory techniques.
- Communicate effectively with staff, parents, carers and outside agencies regarding the needs of the student. In the event of concerns, liaise with appropriate staff e.g. personal tutors to resolve identify concerns and resolve issues early.
- Work with the EHCP Coordinator and ILS Manager to ensure a holistic approach to support for students with complex needs.
- Ensure good working relationships and effective use of the LRC/Learning Coaches and Student Advice in regards to maximising support opportunities for students.
- Monitor and review progress of students and provide updates to all parties using appropriate staff recording systems.
- Attend relevant meetings and events including team meetings, curriculum meetings, and consultation evenings.
- When requested contribute to inset days and college communications to share best practice/ contribute to professional practice and staff development training session for team and cross college colleagues/ Contribute to training and supporting on areas of improvement within own team(s)
- Advise staff on learning difficulties and/or disabilities in order to develop understanding and promote and facilitate a multi-sensory approach to learning. Improving the learning environment and experience for students.
- Participate in self-assessment, performance review and staff development activity. Continuously reflect on own teaching, learning and assessment practice to bring about improvements to the team/ Encourage team members to act as reflective practitioners and try out new and innovative ways of teaching
- Offer opportunities for others to undertake informal observations as a way of sharing of best practice/ Carry out informal peer observations to provide developmental feedback to colleagues to help with improving student experience
- Not subject to normal teaching contract hours
- Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.

CRITERIA

RECRUITMENT- Shortlisting criteria

- Has passed the Level 2 qualification in English, maths and IT or equivalent College assessment
- Complete documentation in line with audit guidance and College policies for student records
- Experience of learning support in Key stage 3-4

- Qualified to assess special exam arrangements
- Relevant Level 3 qualification e.g. teaching related, specific learning difficulties etc.

ESTABLISHED

- Pass probation/induction
- Specialisation specific qualification, i.e., Dyslexia, ASD, Sensory Impairment, Mental Health
- Relevant Level 5 qualification e.g. teaching related, specific learning difficulties etc.

EXPERIENCED AND QUALIFIED

- Qualified to Level 7 in related areas e.g. Dyslexia diagnosis, Autism studies, speech & Language, specific learning difficulties etc.
- Two years' experience in job role

DEVELOPMENT

- To demonstrate College Values and Behaviours

PERSON SPECIFICATION - (to be assessed at interview stage)

PERSONAL ATTRIBUTES

- Ability to work well with students of all backgrounds
- Ability to work both collaboratively with colleagues and on their own initiative
- A flexible and solution-focused approach to work
- Drive and passion to implement curriculum developments

SKILLS AND EXPERIENCE

- Effective organisational skills (self and workload)
- Extensive knowledge of own subject area
- (in addition to teaching ability) effective verbal and written communication skills
- Proficiency with software needed in role
- Experience of working with people in a learning environment

In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.