

# The Leicestershire College

## Job Description

### 1. Job Details

Job Title:	Student Support Tutor
Department:	Quality and Standards
Reporting To:	Student Achievement Co-ordinator
Competency Level:	Curriculum Support 2
Hay Grade:	G2
Date of Job Evaluation:	TBC
Annual Salary (FTE):	£14.95 per hour
Date:	September 2023

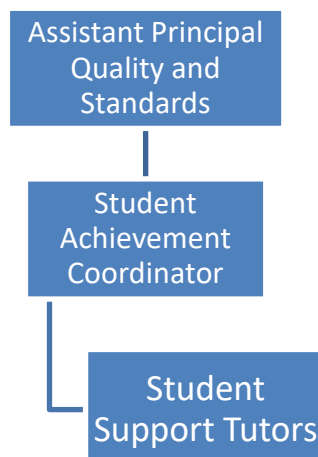
### 2. Job Purpose

To offer dedicated curriculum support to a case load of learners, in partnership with curriculum and other staff, to ensure that learners become independent learners who progress successfully.

### 3. Dimensions

*Not applicable*

### 4. Organisation chart



## 5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards..

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population, and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

## 6. Key Responsibilities

- To promote the College’s vision, mission, and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

### Role specific responsibilities

- Work with a case load of students to:
  - ensure high rates of attendance at maths and English classes
  - monitor their progress to identify and provide additional 1:1 or small group coaching
  - provide in class support in maths and English classes as required
- To have a timetabled cohort of learners and teach in small groups of up to seven
- To support learners with special educational needs and disabilities (SEND), particularly where they have experienced additional disruption to learning as a result of their specific needs and disabilities

- To coach learners to:
  - attain their learning goals and meet or exceed their expectations
  - develop their personal and social skills
  - enjoy learning and make progress
  - develop knowledge, understanding and skills to contribute to their economic and social well-being
  - increase their employability
  - be able to progress onto a higher-level course inside or outside college, or into work
  - understand their rights and responsibilities at work
  - voice their views to positively influence and improve provision and be involved in the decision-making of the organisation
  - receive individual care and support to promote their learning and development, and to help them achieve their potential
  - understand their roles and responsibilities in relation to equality and diversity

## 7. Key Result Areas

Action	Result
<b>Support curriculum activity</b>	To ensure learners are on track to achieve or exceed their targets and goals
<b>Maths and English sessions with groups of learners</b>	To ensure learners are on track to achieve or exceed their targets and goals
<b>Monitor progress and disseminate learner progress with key staff</b>	To ensure learners can meet their targets and progress
<b>Document all appropriate aspects of learner progress on the ILP</b>	To ensure information about learner is recorded accurately and disseminated to relevant staff

## 8. Key Working Relationships and Communications

**Internal:** Head of Department, Curriculum Manager, Student Achievement Co-ordinator, Curriculum Staff, Administration Staff, and College Departments.

**External:** Employers, Community/Charity Organisations, Health & Well Being Organisations, Parents and Guardians.

## 9. Scope for Impact

*Not applicable*

## 10. Competency profile

The following profile is a description of the required competencies of the role:

<b>Working with Excellent People</b>	<b>Responsiveness</b>
<p>Inspires people to reach great heights of performance and success through leadership considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.</p>	<p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.</p>
<b>Ensuring Financial Sustainability</b>	<b>Self-Awareness</b>
<p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Maintains a healthy and safe environment for college people and visitors. Swiftly implements changes to keep up with legislation and best practice. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
<b>Delivering Excellent Quality</b>	
<p>Anticipates customer needs; prevents poor service; delivers consistently high quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Uses online collaboration and networking as a means of developing, exchanging and communicating information.</p>	

## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a relevant vocational or academic qualification at level 3	•		Application/ Interview/Certificates
2.	Possess a level 3 teaching qualification		•	Application/ Certificates
3.	Possess a degree in a relevant subject		•	Application/ Certificates
4.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
<b>EXPERIENCE</b>				
5.	Possess relevant work/ vocational experience e.g. in an educational setting or with young people	•		Application/ Interview
6.	Experience of delivering curriculum-based sessions to groups		•	Application/ Interview
7.	Proven experience of motivating learners to achieve excellent results	•		Application/ Interview
8.	Experience of setting appropriate targets	•		<b>Application/ Interview</b>
9.	Evidence of effective use of ICT/ILT in all aspects of work	•		<b>Application/ Interview</b>
10.	Experience of collaborating with colleagues	•		<b>Interview</b>
<b>SKILLS &amp; KNOWLEDGE</b>				
11.	Good coaching and facilitating skills	•		Application/ Interview
12.	Experience of monitoring and disseminating learner progress	•		Interview
13.	Ability to work flexibly and to deadlines	•		Interview
14.	Excellent planning, administration and organisational skills	•		Interview
15.	Communicate effectively with learners and colleagues at all levels	•		Application/ Interview
16.	Work independently and as a part of a cross-curricular team	•		Interview
17.	Provide learner progress feedback to learners and key staff	•		Interview
18.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
<b>BEHAVIOURS</b>				

19.	Work effectively with colleagues as part of team	•		Interview
20.	Motivate and relate with learners from a range of different cultural backgrounds	•		Interview
21.	Comply with professional standards at work	•		Interview
22.	Show commitment to the improvement and maintenance of standards	•		Interview
23.	Promote the College's equal opportunities policy and practices	•		Interview
24.	Ensure the safeguarding of students	•		Interview

### Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in September 2023 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	