

Job Description



Post:	Learning Support Tutor
Salary Grade:	
Responsible to:	Learning Support Manager

Key Purpose:

1	To support students with individual learning needs on a one to one basis, enabling them to access the curriculum and reach their full potential.
2	To interview students to discuss their support needs. To provide one to one support using a range of learning strategies to meet student needs, referring to initial and diagnostic test results and assessments to determine individual needs.
3	To liaise with curriculum and pastoral staff, other staff members and outside agencies in order to best meet student needs.
4	To complete documentation to a professional standard in order to meet funding audit requirements.

Responsibilities:

1	Participate in key College processes as required e.g. enrolment
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter
3	To work flexibly in the interests of the organisation as required
4	To participate in appraisal and to undertake staff development activities as appropriate
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	To provide one to one support for students with a range of learning needs, developing their underpinning skills such as Language, Literacy and Numeracy. This will include supporting students with Education, Health and Care Plans (EHCPs) and working towards their outcomes
b	To plan individual learning programmes and provide support which best meets students' needs, referring to relevant documents e.g. Diagnostic assessment results, EHCPs, Dyslexia Report. To complete regular action plans and progress reviews with the student, and for those with EHCPs contribute to the annual review process.
c	To work with curriculum staff to fully support the student through consultation regarding action plans and target setting to enhance achievement.
d	To ensure that the quality of support delivered meets the individual student needs through a range of learning strategies and resources
e	To plan, prepare and adapt materials for students with specific needs (e.g. Alternative font, coloured paper, use of specialist equipment) and advise curriculum staff regarding these needs where appropriate
f	To complete documentation such as the Learning Support Interview and Individual Support Plan. To ensure these documents are shared with relevant staff, so that they are fully aware of individual student needs
g	To provide exam support for those students who have Access Arrangements during exams in order to meet their individual student needs e.g. act as reader, scribe, prompter
h	To maintain good attendance of students at one to one sessions and liaise with curriculum staff, coordinator and the pastoral team regarding attendance issues.
i	To meet audit requirements by maintaining accurate records in accordance with internal audit guidance and funding requirements
j	To encourage and support students holistically e.g. building self-esteem working on their EHCP outcomes (if relevant); to ensure their overall health and wellbeing is being supported. Signpost students to relevant pastoral and curriculum staff where appropriate.
k	To refer students with particular needs to relevant Learning Support Coordinator and other staff where relevant
m	To ensure students are aware of the full range of services offered by Learning Support team and signpost to other services in the college where needed
n	To actively participate in team training events/meetings and share good practice
o	To assist and encourage students with individual needs in their progression routes e.g. Applying for University or seeking employment

Variations to the job description may be required from time to time and when this arises, there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

PERSON SPECIFICATION - Learning Support Tutor

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualification	1. Qualified to degree level or equivalent 2. Teaching qualification 3. Accredited Level 4 or above SFL specialism in Literacy, Numeracy, ESOL (or equivalent) Or willing to achieve this within 2 years of appointment.	Application	a. Other relevant qualifications or training	Application Form / Certificate
Professional Development	4. Evidence of ongoing professional development	Application		
Knowledge	5. Awareness of Literacy and numeracy skills criteria (core curriculum/functional skills) 6. Awareness of legislation regarding students with disabilities 7. Knowledge/experience of supporting students with disabilities and Specific Learning Difficulties e.g. Dyslexia, Autistic Spectrum Conditions, ADHD	Application		
Experience	8. Experience of interpreting initial and diagnostic test results	Application/ Interview	b. Experience of providing exam support for students with Access	Application Form / Certificate

	9. Experience of supporting students with basic skills needs / learning and / or disabilities / difficulties	Application/ Interview Application/ Interview	Arrangements e.g. Reader, scribe c. Experience of working with students with Education, Health and Care Plans (EHCP).	
Skills/ Qualities	10. Ability to motivate students with differing abilities and needs 11. Ability to complete paperwork in line with funding body audit requirements 12. Flexible and enthusiastic team player 13. Ability to work on own initiative and be self-motivated 14. Good negotiating skills, diplomacy and teamwork skills in liaising with teaching and support staff 15. Excellent communication and interpersonal skills 16. Excellent personal organisational skills 17. Ability to build good relationships with students and staff 18. A positive pro-active and empathetic personality 19. A flexible, calm and empathetic approach to dealing with students	Application/ Interview Application/ Interview Interview		Interview
Other	20. Commitment and responsibility to safeguarding and promoting welfare of children and vulnerable adults and suitability to work with children and vulnerable adults 21. Commitment to College Policies i.e. Health and Safety, Equal	Appointment Appointment		

	<p>Opportunities, Inclusion, Quality Assurance and the College Charter</p> <p>22. DBS check acceptable to College will be undertaken for successful applicant</p>			
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