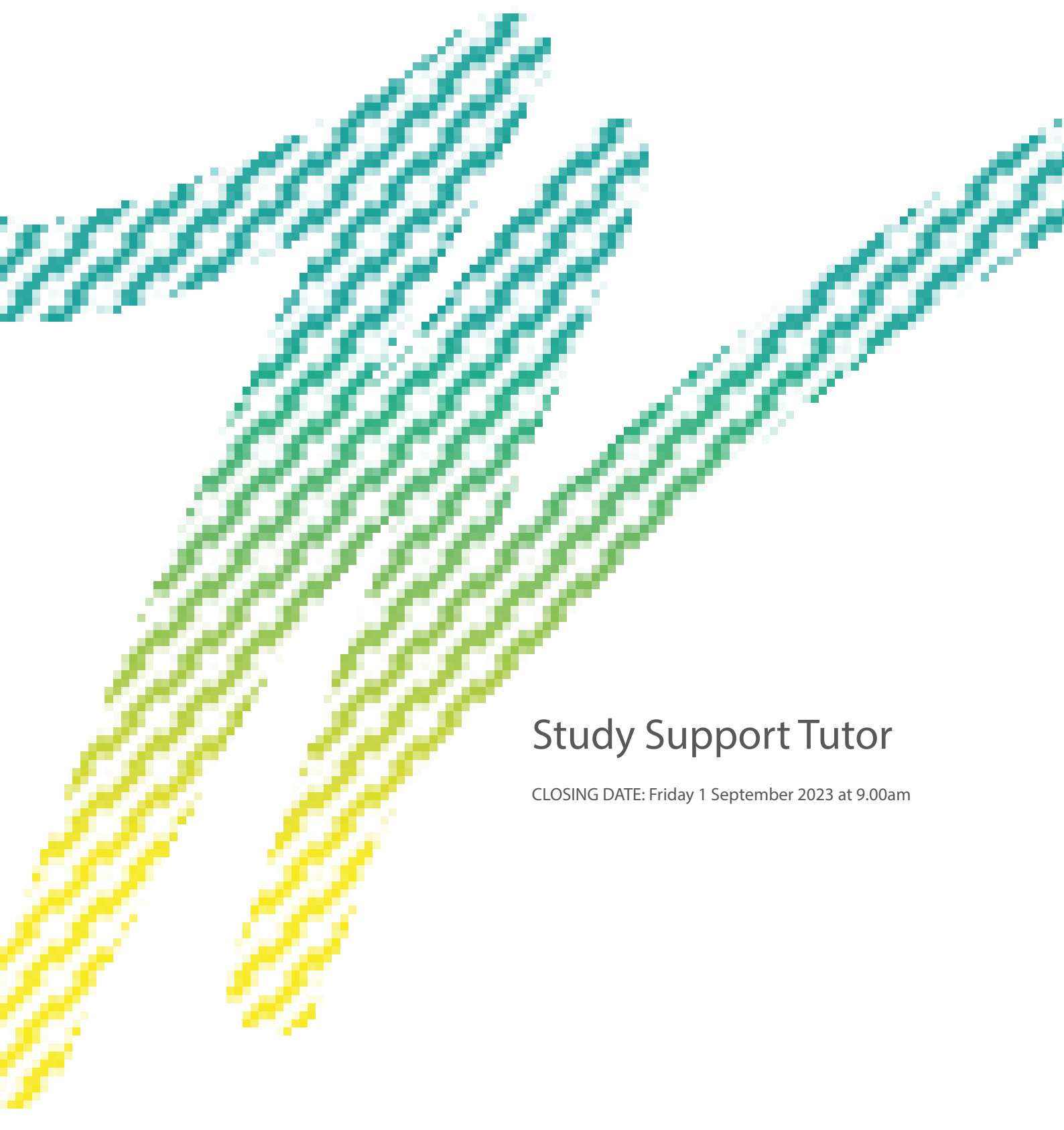




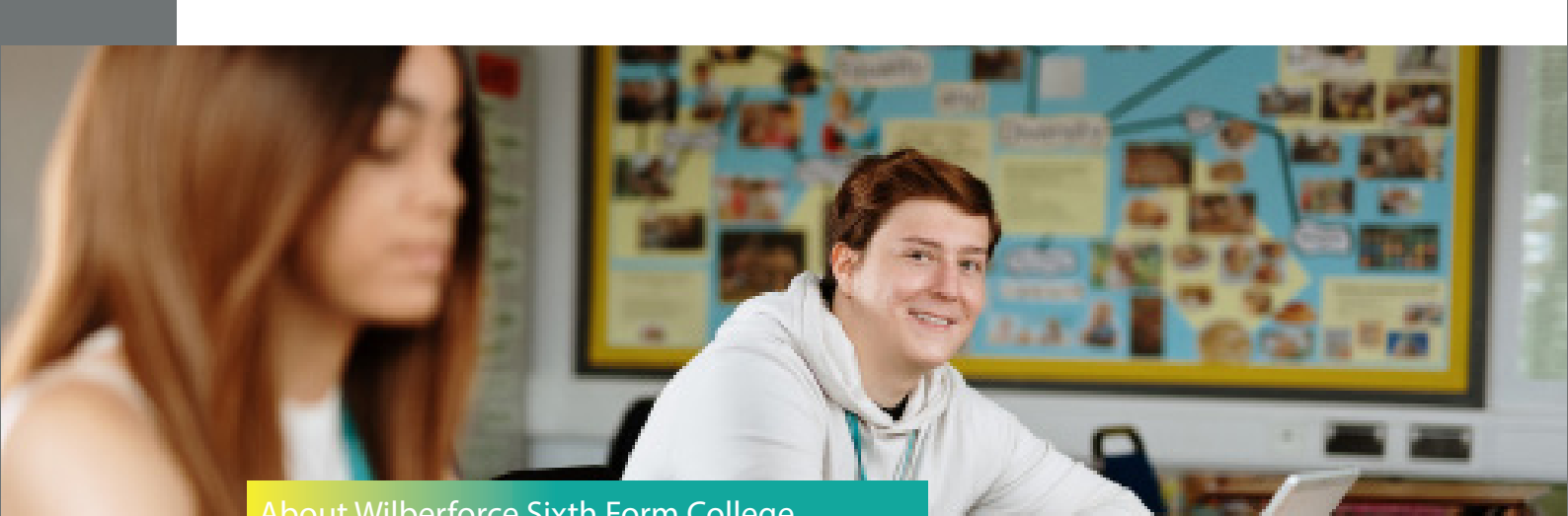
**WILBERFORCE**  
sixth form college



# Study Support Tutor

CLOSING DATE: Friday 1 September 2023 at 9.00am





## About Wilberforce Sixth Form College

The City of Hull and surrounding region is experiencing rapid and exciting change, which has the potential to transform opportunities for young people in the area. The College occupies a large university style campus on the eastern edge of the city. Although our primary focus is to serve students from secondary schools in the City of Hull, our strong reputation means that we also attract many students from the surrounding Holderness towns and villages.

Wilberforce College inspires learners to develop a passion for knowledge and love for learning. Our students receive a truly holistic education through an outstanding enrichment offer, including our upskilling programme, employability and workplace links, trips and visits, Student Council and the Excellence High Flyers pathway. The College has received several accolades in recognition of outstanding work. In September 2020 we were awarded Microsoft Showcase College status making us the only sixth form in the UK to have achieved this high standard. In addition to this, we are the only educational establishment in Hull and the East Riding to have been named as a Demonstrator College by the DfE. This has enabled our staff to use their expertise to support and train other teachers, locally and nationally, in delivering digital learning. In 2018, the College was awarded Maths Centre for Excellence status by the DfE. As one of 21 centres awarded this, we demonstrated the commitment, capacity and system leadership to drive innovation and improvement both at Wilberforce College and beyond.

The College's student population is mixed. We take many students from areas of economic disadvantage, as well as some rural and affluent areas. The College is recognised for its success in serving the needs of the local community, a fundamental commitment of the governing body. Students have on average, a lower GCSE score than students in other Sixth Form Colleges. However, the College's academic performance is testament to the potential of these students and what they are able to achieve with excellent teaching, great support and high quality resources. The College's curriculum is innovative, exciting and dynamic, and there is a strong commitment to ensuring that the student experience is outstanding for all. There is a relentless focus on the quality of classroom provision with the aim for every lesson to deliver the highest standard of education. We offer a full suite of academic and vocational subjects, and distinct vocational pathways. As a result of the local demographic, we offer Level 2 and Level 3 qualifications to support students to reach their full potential.





## Our Mission, Priorities and Core Values

### **Mission**

The College's aim is to be an outstanding College, with an innovative curriculum that supports all students to achieve the best possible life chances.

### **Priorities**

The three core priorities are:

#### **1. Outstanding outcomes**

- A fully ambitious, challenging curriculum that provides students with first rate qualifications.
- Aspirational and stimulating teaching and learning that engages all students at all levels.
- Stretch and challenge of all groups of students to ensure that all reach their potential, and there are no significant gaps.
- A student support framework that proactively removes barriers to learning.

#### **2. Outstanding progression**

- A curriculum that is aligned to local and national priorities that enables all students to progress to their chosen destinations.
- Students are equipped with the skills, knowledge and behaviours needed to progress in education and employment – including proficiency in English and Mathematics.
- Students are educated and supported to make decisions that ensures their long-term health and well-being.

#### **3. Outstanding experience**

- Students have access to a wide, rich set of experiences through the curriculum, tutorial, and upskilling programme.
- High expectations of behaviours and attitudes ensure all students develop a strong work ethic, resilience, and determination.
- Sustainable growth in student numbers that maintains a vibrant, interactive learning environment, in which students are highly challenged.
- A College environment with first class facilities, welcoming, accessible and a place everyone enjoys being in.

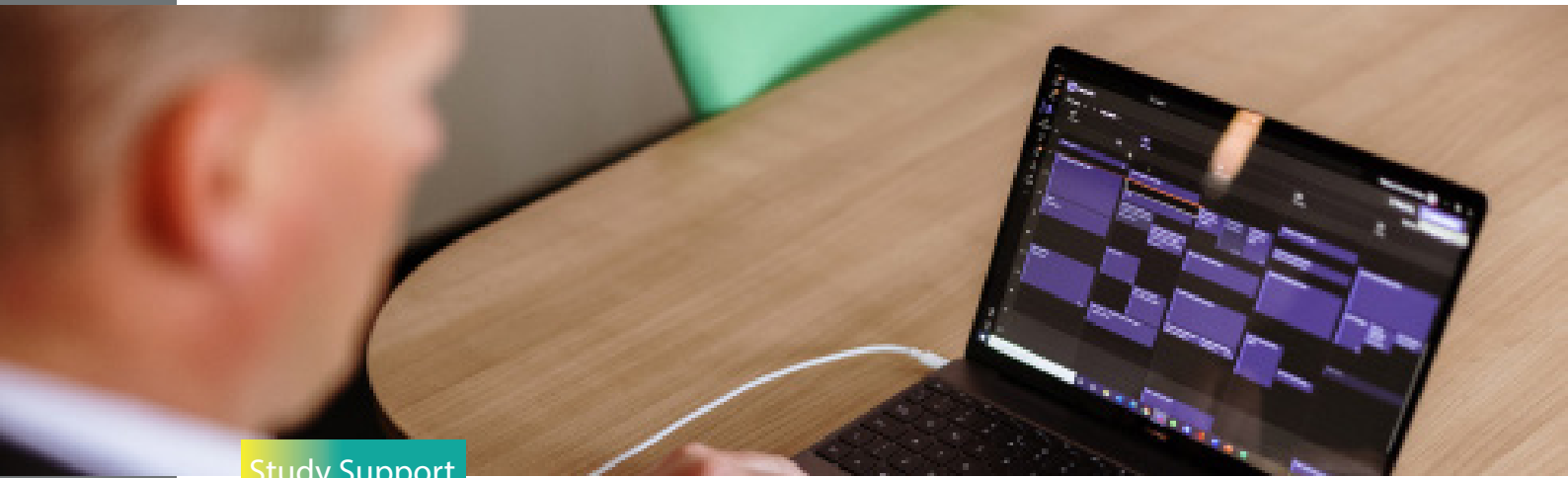


Wilberforce Sixth Form College has a culture of high aspiration and we are committed to providing an outstanding educational experience for all of our students. All aspects of College life are focused on providing students with every opportunity to become independent, motivated and successful individuals who will contribute on an international stage. Success is central to our aims. We have adopted a core values statement. It is our intention that by applying these values and behaviours the College will become outstanding in every area of work.

#### Core Values

- We conduct ourselves with integrity and respect for all
- We make students' experience central
- We value individuals and promote self-esteem
- We work as a team
- We encourage innovation, creativity and enjoyment
- We aim for excellence in everything we do





## Study Support

The study support team delivers support to students at all levels of study. Students can self-refer or be referred by teaching staff or student services. Support can be delivered on a one-to-one basis or through small group working in a classroom or study area. This help varies from supporting students with assignments and homework to study skills and organisation.

The Study Support team is complemented by part-time Curriculum Support Mentors from Hull University, who provide specialist subject expertise and support.

Our well equipped Study Centre is very popular with students and provides a quiet working area with computer access and subject resources. This area also houses the Study Support Tutor offices.



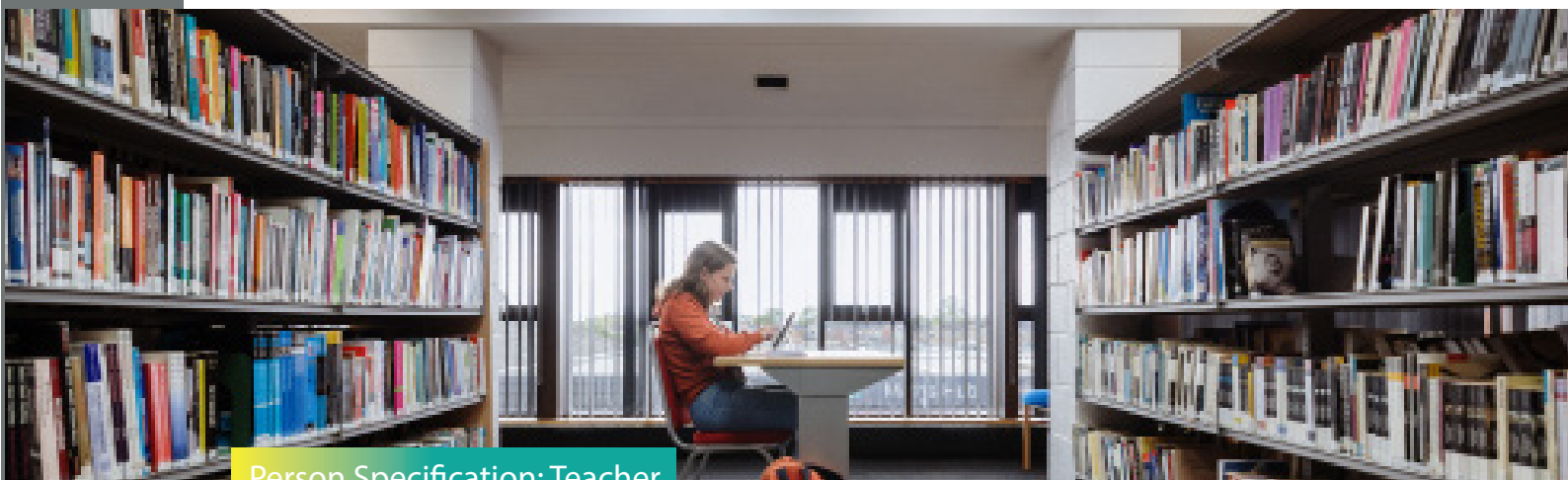


## Job Description

**Job Title:** Study Support Tutor  
**Responsible to:** Study Support Manager  
**Purpose of the post:** To provide learning support to students

### Main tasks

1. To identify and deliver suitable support programmes in collaboration with Study Support Manager.
2. To set up Individual Learning Plans and provide on-going assessment of progress.
3. To monitor and report student progress to appropriate parties, including teachers, tutors and parents.
4. To encourage student attendance and to follow up absences as appropriate.
5. To deliver literacy, numeracy, study skills and dyslexia support. This will be undertaken individually, in small groups and on-course.
6. To liaise and cooperate with the subject teachers in whose classes they offer support.
7. To work with others in promoting a positive and welcoming environment in the Study Centre and to follow up absence as appropriate.
8. To maintain accurate and detailed student records.
9. To make a commitment to safeguarding and promoting the welfare of children and young people.
10. Continue to undertake staff development as appropriate.
11. Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.



Person Specification: Teacher

	Essential	Desirable
<b>Qualifications and training</b>		
Literacy and Numeracy qualifications (at least Level 2)	✓	
Educated to Level 3 or above	✓	
Educated to Degree level or equivalent		✓
<b>Experience and knowledge</b>		
Recent experience of working with students at secondary/post 16 level		✓
Knowledge and understanding of support needs of students with learning difficulties	✓	
Experience of supporting students with specific/other learning difficulties/EAL		✓
Experience of providing whole class cover supervision		✓
Experience of delivering support in a school/college setting		✓
Experience of planning and organising effective support for students		✓
<b>Skills and abilities</b>		
Ability to maintain accurate and detailed student records	✓	
Ability to deliver literacy, numeracy and study skills to students of all abilities	✓	
Sensitivity to students needs	✓	
Ability to produce resources to support learning	✓	
Ability to work as part of a team	✓	
Excellent verbal and written communication skills	✓	
Proactive, adaptive and flexible attitude	✓	
Organised and methodical approach	✓	
Excellent interpersonal skills	✓	
Ability to engage and motivate students	✓	
Ability to work to deadlines	✓	
Flexibility to attend events outside of normal College opening hours (open events etc)	✓	
Interest and enthusiasm for working in a 16-19 educational setting	✓	
Interest and empathy with the aspirations and culture of 16-19 year olds	✓	
Enthusiasm and commitment to ongoing CPD	✓	



## How to apply

Thank you for enquiring about the post of Study Support Tutor at Wilberforce Sixth Form College. I hope the information in this pack encourages you to apply.

After reading through the details in the attached pack, please:

1. Complete an application form.
2. Include a statement in support of application in the space provided on the application form. This should outline why you feel you are suitable for this role. Please limit your statement to two sides of A4.
3. Complete the Safeguarding and Equal Opportunities forms.

Completed applications can be sent by:

- Post (or deliver) to:  
HR Office  
Wilberforce Sixth Form College  
Saltshouse Road  
Hull  
HU8 9HD
- Email to: [personnel@wilberforce.ac.uk](mailto:personnel@wilberforce.ac.uk)

You may send in a CV to support your application but you must still complete the application form in full.

The closing date for applications is at **9.00am on Friday 1 September 2023.**

If you have any questions or queries, please contact the HR Office on 01482 711688 or [personnel@wilberforce.ac.uk](mailto:personnel@wilberforce.ac.uk).

### PLEASE NOTE

Due to the large number of applications we receive it is not possible to contact unsuccessful applicants prior to interviews being held. If we haven't contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful. We are unable to give feedback to those applicants who have not been shortlisted.