

JOB DESCRIPTION

JOB TITLE: Additional Needs Support Tutor

REPORTS TO: Additional Needs Manager

CONTRACT: 30 hours per week

AREA: Student Services – Additional Needs Team

GRADE/SALARY: Lecturers Scale, points 6 to 14 £32,472 to £44,282 pro rata, actual salary £26,328.65 to £35,904.32 per annum
Level 5 Teaching Qualified up to £48,770 pro rata, actual salary £39,543.24 per annum

CLOSING DATE: Wednesday 21st October 2026

DBS: Enhanced DBS check with children's barred list check

PURPOSE:

To support and teach a range of students who have varying additional needs and who are accessing courses at all levels.

PRINCIPAL DUTIES:

1. To act as a Support Tutor to students with additional needs on different courses, both full and part-time, across College.
2. To ensure that appropriate additional needs assessments, including Risk Assessments and Access Arrangements for Exams, take place in a timely fashion, that support plans are in place and any actions required are followed through.
3. To ensure that individual records for the student contain the appropriate information, securely held in the student personal folder.
4. To ensure that individual support plans once in place are appropriately briefed to teaching teams.
5. To ensure that teaching teams fully understand their support role in any additional needs student support plan.
6. To ensure that support plan reviews take place in line with Additional Needs procedures.
7. To communicate regularly with teaching teams as part of the review of the support plans.

8. To play a role as part of the Additional Needs Support Team e.g. by attending meetings, taking part in staff development, reviews etc.
9. To liaise with and support colleagues across College to promote inclusive learning and disability awareness.
10. To assist with the pre-entry interview and transition process in support of students with additional needs.
11. To carry out administrative duties associated with the role including the preparation of support materials and the keeping of accurate and timely records of student support on Pro-Monitor.
12. To actively support the College's [Ready, Respect, Safe commitment](#) .
13. To adhere to policies, procedures and values of Solihull College & University Centre.
14. To undertake all mandatory training in a timely manner as required e.g. Safeguarding, Prevent.
15. To actively promote [equality, diversity & inclusion](#) and to champion [anti-racist](#) practice.
16. To support the college to become a Sustainable Net Zero organisation by 2030 and support the delivery of its [Sustainability Strategy](#).
17. To undertake necessary Health and Safety responsibilities, duties and training as required by this post.
18. To undertake any necessary Data Protection responsibilities, duties and training as required by the post.
19. Such other duties as required which are broadly consistent with the general functions and grading of this position.

EQUAL OPPORTUNITIES:

Solihull College & University Centre is committed to a comprehensive [policy of Equality](#). All employees are required to abide by this policy and ensure its compliance throughout the College.

SAFEGUARDING:

Solihull College & University Centre is committed to ensuring a safe environment for all students and expects all staff to engage fully with this commitment.

Please note we operate no smoking and vape free campuses including College grounds.

CORE VALUES:



INSPIRING

Motivating others to excel

We recognise and celebrate achievement, and empower staff and learners to exceed their perceived potential.



INNOVATIVE

Transforming our ideas

We seek continuous improvement, and use innovation to adapt to change.



COLLABORATIVE

Working together to achieve shared goals

We operate as one team, valuing the contribution each of us makes.



CARING

Making a difference

We care about the wellbeing of our staff, learners and communities by trusting, listening to, engaging with and supporting each other.



RESPONSIBLE

Making things happen

We are open, honest, and take full responsibility, individually and collectively, for our decisions, actions, performance and results.



RESPECTFUL

Welcoming others into our college community

We celebrate difference and diversity. We value others and recognise that their thoughts and feelings are as important as our own.

**SOLIHULL COLLEGE & UNIVERSITY CENTRE
PERSON SPECIFICATION**

JOB TITLE: **Additional Needs Support Tutor**

SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION / TRAINING	Appropriate Degree Level 5 teaching qualification or prepared to work towards Minimum level 2 in English & Maths	A recent qualification appropriate to teaching students with additional needs
RELEVANT EXPERIENCE	Recent experience of working in a F.E. setting with students with additional needs Recent experience of supporting students with learning difficulties/disabilities Experience of teaching	Familiarity with the work carried out within the curriculum areas and College support services
SKILLS / APTITUDES	Ability to work on own initiative and take responsibility for own work Good organisational, interpersonal and communication skills A clear understanding of the implications of inclusive learning in an F.E. setting Experience in assessing, implementing and monitoring support programmes at different levels	Awareness of Educational Health Care Plans (EHCP) and their implementation within a FE college setting.

	Ability to carry out pre-entry interviews for students with learning difficulties/disabilities Good level of IT skills including knowledge of Word and Excel Ability to work collaboratively as part of wider College teams, beyond their immediate team An awareness of sustainability and climate change and how it applies to Further Education	
OTHER REQUIREMENTS	Ability to work at any of the College's centres to support students with additional needs Commitment to Equal Opportunities An understanding of the needs and challenges of teaching a range of students A commitment to the Safeguarding of Young People and Vulnerable Adults	