

Job Description

Learning Support Tutor

Maths

INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Learning Support Tutor – Maths
Department	Maths
Pay Spine	Business Support Scale 5
Post Reports To	Deputy Head of Maths

POST OUTLINE:

Provide support to our college students studying Functional Skills and GCSE Maths.

MAIN TASKS:

- To provide high quality and responsive support to students studying Maths, which enables learners to develop their skills, promoting the highest level of independence and achieve their goals.
- To develop professional working partnerships with teaching staff and to identify learner support needs and implement evidence-based strategies to support achievement.
- To maintain records of support, set targets and undertake regular reviews for individual learners in response to their assessed needs, which will provide evidence for the Additional Support Funding claim and demonstrate outstanding support.
- To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
- To safeguard and promote the welfare of children, young people and vulnerable adults served by the College, always exercising appropriate professional boundaries in and out of work hours.

JOB ACTIVITIES:

- To provide support for individual learners both in classes and on a 1:1 or small group basis for students studying Maths Functional Skills and GCSE.
- To identify the needs of learners through in-class observations, referral and assessment.
- To work with the relevant teaching staff to set learner targets that are reviewed periodically and to update/amend targets as and when appropriate.
- To record all support delivered and to maintain up-to-date high-quality auditable records of support using appropriate systems.
- To maintain confidentiality and security of all documentation and other information pertaining to learners in line with college and departmental GDPR policies, including exercising a clear desk policy and sharing electronic files securely.
- To work as part of a multi-disciplinary team and ensure that learners are signposted/referred to other support as required.
- To attend and contribute to Maths team meetings.
- To contribute to the College initiatives such as Interview Evenings, Parents Evenings, Open Evenings, enrolment and other special events, including occasional weekends.
- To work as part of the Maths team to contribute to Self-Assessment Reports (SARs)
- To engage in Continual Professional Development to ensure that specialist knowledge is up to date with a focus on all mandatory training circulated by your line manager/HR.
- To provide assistance and cover for colleagues as necessary, taking on additional projects as required.
- To work with teaching staff in adapting and creating resources to suit learner needs.

- Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
- Participates in College programmes of staff appraisal and continuing professional development.
- Develop effective working relationships internally and with external partners.
- To operate at all times in line with the College's values and behaviours.
- Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

Waltham Forest College commitments

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

Be a positive ambassador for the College at all times.

To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.

Adhere-to the College policies, codes, procedures and frameworks.

Undertake continuing personal and work related professional and skills development.

Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.

Be a positive role model in terms of supporting and promoting equality & diversity.

Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.

Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.

Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

Person specification

Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
• Level 2 (or above) English qualification	E		
• Level 2 maths qualification	E		
• Relevant qualification in the field of Supporting Learners and/or Education at Post 16	D		
EXPERIENCE			
• Experience of supporting young people/ adults with significant barriers to learning	D		
• Experience of working effectively in a team	D		
• Experience of setting targets and supporting the achievement of targets	E		
• Experience of using a wide range of strategies to support learners to develop their independence and to achieve their goals	E	E	
SPECIAL ABILITIES AND APTITUDE			
• Demonstrable understanding of assistive technology and it's benefits when used to increase independence	D	D	
• The ability to develop positive working relationships with individuals at all levels	E		
• Sound administrative and IT skills	E		
• The ability to communicate effectively orally and in writing	E	E	
• Flexible approach to your work with a Creative and problem-solving approach to situations	E		
OTHER REQUIREMENTS			
• Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	E	
• Commitment to working with diversity and a range of ability levels	E	E	
• Commitment to the highest possible levels of health and safety for students, staff and others	E	E	
• Flexible approach to hours and duties		E	
• Ability and willingness to undertake continuous professional development	E	E	
• To have strong sense of purpose and the drive to achieve agreed goals		E	

* **Key:** AF = Application Form, I = Interview, A = Assessment

