JOB DESCRIPTION

POST TITLE:	HE SPECIFIC LEARNING DIFFICULTIES SPECIALIST TUTOR (SPLD) 60% (MATERNITY COVER)
POST NUMBER:	WREQ1669
GRADE:	LECTURER SCALE 1-4

JOB PURPOSE

The person appointed will be required to work as part of a team developing personalised programmes of individual support for students with SpLD within the Higher Education Academic Registry Team (HEART) team. The person appointed will be required to have specialised knowledge of SpLD and Dyslexia.

KEY TASKS/DUTIES

The person appointed will be responsible to the HE Support Co-ordinator, HE Assistant Director: Academic Registry and ultimately the Senior Assistant Principal: Higher Education to:

- Design, deliver and provide one to one support sessions for HE students with diagnosis of SpLD across degree levels, in day/evening classes and as part of workshops;
- Devise resources appropriate to learning and assist learners in all areas of the curriculum by differentiating assignments and course materials as appropriate;
- Tutorship of students, giving appropriate support to enable students to achieve their goals including the completion of Individual Profiles and session plans;
- Maintain learner records and complete all the necessary DSA and auditable documentation that meets the funding requirements and ensures high quality support;
- Complete annual CPD in order to maintain professional membership that is essential to the role;
- Share good practice and inform course tutors, teams and employers on how to make the curriculum and/or workplace accessible for students with learning difficulties and/or disabilities;
- Attend and contribute to bi-weekly HE support team meetings;
- Assist in developing strategies to work with individuals and/or small groups and inform course teams;

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- Assist with the preparation of the learning environment;
- Liaise with appropriate lecturers within the Faculty and across the college;
- Supporting one to one and small groups of learners from a range of backgrounds, abilities and ages;
- Contribute to course team meetings to monitor, review and evaluate students' progress;
- Contribute to developing new initiatives and new resources in education and training;
- To keep up-to-date with current developments and funding requirements, adapting to changes in the field of learning difficulties and disabilities;
- Undertake a range of administrative tasks, including ensuring that all appropriate auditable documentation is up to date and accurate;
- Carry out Initial Needs Assessments along with other appropriate assessments to establish support needs and develop individual support programmes;
- Attend annual HE CPD as part of the HE department quality development.

GENERIC RESPONSIBILITIES

In addition to the requirements of the post above, all members of academic staff are required:

- To complete all associated organisation/administrative work, preparation and marking;
- To deal with immediate student disciplinary and welfare problems;
- To keep and maintain specified student records;
- To assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements;
- To participate in Programme/School/College activities as requested, including Open Days and Open Events;

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- To participate and undertake Staff Appraisal and in-service training based on an assessment of individual service needs;

- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures;

- To be prepared to operate on a flexible year as required; members of the academic staff will normally be expected to work not more than two evenings per week on average;

- To undertake such other duties as may be reasonably required commensurate with the grade of the appointment.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for academic staff applies.

SALARY

Lecturer Scale 1-4:	£14,091.60 to £16,797.60 per annum.

HOURS

Hours of attendance:	22.2 hours per week.
Annual leave:	213.3 hours per annum, inclusive of statutory bank holidays and college closures.
Lecturer contact hours:	496.8 hours per annum.

Weston College reserves the right to direct up to five days of your annual leave entitlement for efficiency purposes.

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Due to the nature of this post, a flexible approach to working hours is required, with evenings and occasional weekend work to meet the demands of this post.

SPECIAL NOTES AND CONDITIONS

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post.

The post holder will be based at The Winter Gardens but will be required to move between sites to ensure students on all campuses are supported effectively.

As a member of Weston College you will be committed to developing your skills in using technology to enhance learning, including use of the virtual learning environment and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. *All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of the College).*	✓	
A Bachelor's Degree qualification or equivalent level.	✓	
A Teaching Qualification *(All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the College) a qualification within the first two years of service).*	✓	
A level 4, or higher, teaching qualification	✓	
Relevant and successful experience of working with students in receipt of DSA and/or Learning Support.	✓	
A professional membership that is appropriate to the work and recognised by the DSA QAF for SpLD tuition.		✓
Knowledge and understanding of learning difficulties and disabilities and how these may affect the way students learn.	✓	
Knowledge and experience of current learning strategies.	✓	
Skills in the development and implementation of individual learning programmes.	✓	
Working knowledge of DSA funding.	✓	
Highly motivated and committed to developing the Additional Learning Support Area.	✓	
Excellent organisational and administrative skills.	✓	
Innovative and flexible approach to the delivery Additional Learning Support.	✓	
Excellent interpersonal skills and the ability to work as a team.	✓	
To comply with Information Security requirements in line with College policy.	✓	