



## JOB DESCRIPTION

<b>Post:</b>	Learning Services Tutor
<b>Responsible to:</b>	Programme Team Leader – Learning Services Support and Transition
<b>Salary:</b>	£22,739 - £25,327 pro rata (£19,227 - £21,415 per annum) Scale 4 Points 21-24 37 hours per week, Term Time Only (38 weeks)
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	To offer an outstanding level of support to students throughout the college to enhance their learning.
<b>Specific Duties:</b>	<p>To provide study support to learners based across the college campus.</p> <p>To be able to support learners with English, Maths, Study skills and those students with an identified learning need.</p> <p>To be able to offer support on a one-to-one, small group and workshop basis.</p> <p>Liaise with teaching staff to promote the service and to share information regarding individual learners.</p> <p>To take an active role in the cross-college initial assessments, diagnostic assessments and screening tools and to evaluate the outcomes of the assessments.</p> <p>To draw up appropriate learning plans with individual students and review these regularly.</p> <p>To be able to evaluate students' learning.</p> <p>To record student progress and provide information for additional learning support.</p> <p>To actively promote the skills and specialties of the team members, referring individuals to relevant sources of support within the College.</p> <p>To assist with the day-to-day operation of the Learning Centres, maintaining their appearance and quiet environment.</p> <p>To provide statistics and management information related to the services provided.</p>

To maintain student records using the correct College systems and processes.

When requested deliver appropriate staff training to colleagues across the College community.

**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

College promotional and marketing activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff development activities.

General College developments.

All members of staff must be prepared for changes in their responsibilities and work.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.



The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

# PERSON SPECIFICATION

## LEARNING SERVICES TUTOR

Ideally, the person appointed will have the following skills and experience:

- Applicants need to be qualified to degree level with relevant A Levels.
- A GCSE grade 4 (or equivalent) in both English and Maths
- Experience of supporting individuals to develop English/Maths/Study skills.
- The ability to communicate well with students and to facilitate learning in a personalised way.
- Excellent administrative and organisational abilities.
- A high level of awareness of issues in education and learning support, as well as knowledge of barriers to learning/SENd.
- Excellent interpersonal skills in dealing with staff, students, parents/carers, external agencies and members of the public.
- The flexibility and willingness to encompass and support new developments in both the curriculum and organisation of the College.
- Able to undertake flexible working hours as working patterns may include evening and weekend deployment.
- An understanding of the diagnostic assessments used for assessing student needs.
- A high level of Information Technology skills, as the role will require the use of a number of systems.
- Appropriate academic qualifications, ideally with a learning support specialism.
- Experience of acting in the capacity of tutor, trainer or assessor.
- Experience of working in an environment where sensitivity, empathy and patience are required.
- Be a committed team member, willing to support and collaborate with colleagues.
- Demonstrate a flexible attitude towards their work, with a willingness to embrace and support change.
- A commitment to continued professional development, and to expanding knowledge and sharing best practice.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.