

JOB DESCRIPTION

Post:	Study Support Tutor - Maths
Responsible to:	Deputy Team Leader – Learning Support and Inclusive Practice
Salary:	£23,492 - £25,580 pro rata Scale 4 Points 21-24 Part time, Term Time Only (38 weeks)
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	To offer an outstanding level of support to students throughout the college to enhance their learning and support them to develop numeracy and study skills which will support them to achieve their qualifications and transfer to life beyond college.
Specific Duties:	<p>To provide study support to learners on any accredited college course, including A Levels and Engineering.</p> <p>To be able to support learners on an ad-hoc or regular basis with Maths and Study skills.</p> <p>To be able to offer support on a one-to-one, small group and workshop basis with a focus on tailoring support to learners' needs and preferences.</p> <p>To provide tuition to students with an identified learning need, SEND, EHCPs and/or High Needs.</p> <p>To provide targeted intervention as stated within EHCP provision.</p> <p>To train and support students/staff with the use of assistive technology.</p> <p>To use a range of resources and equipment to support sessions but also independent study outside of tuition.</p> <p>To support learners to develop independence and advocacy.</p> <p>Liaise with teaching staff/curriculum teams and to share information regarding individual learners and ensure a joined-up approach to support.</p> <p>To liaise with a range of stakeholders about the learners' tuition e.g. emails home, reminder texts to students.</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.

To support learners in exams/assessments as required e.g. invigilation, reader, scribe.

To draw up appropriate learning plans with individual students and review these regularly.

To record student and evaluate students' learning regularly to ensure tuition is having impact.

To actively promote the skills and specialties of the team members and our services e.g. through classroom visits.

To signpost individuals to relevant sources of support within the College.

To assist with the day-to-day operation of the Learning Centres, maintaining their appearance and quiet environment and to troubleshoot for learners.

To provide statistics and management information related to the services provided.

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 always maintain the highest standards of professional behaviour (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

STUDY SUPPORT TUTOR - Maths

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 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.
- Skilled with pedagogical strategies and techniques and a commitment to continue to develop these.
- 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.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.