
Job Description for Study Support Tutor

Responsible to: Trust SENCo

Based at: New College Pontefract

OVERALL PURPOSE OF THE POST

- To support individual students with their specific care and educational requirements in order to enable them to achieve their academic goals.
- To provide specific support as directed to a curriculum or pastoral area depending on the needs of the college at any given time.
- To contribute to the study support and ALS function.

MAIN DUTIES

- Assist, advise and provide support for individual students, as appropriate.
- Provide regular one-to-one support for students to monitor progress and outcomes.
- Identify the special need requirements of assigned students.
- As part of the Study Support Team, liaise with feeder schools to obtain relevant medical information on identified students and maintain electronic records.
- Assist the SENCO in student transition from school to college.
- Support subject teachers with information to enable them to adapt and amend teaching and learning to meet needs.
- Assist assigned students with integration into the College community and environment.
- Assist students with first aid and personal and intimate care requirements, as appropriate, within the relevant boundaries as defined by the College. Depending on the needs of the assigned students, this could include such as providing intimate/personal care, lifting/handling, use of equipment such as a hoist, de-escalation and positive handling skills.
- Cover allocated slots on the college first aid rota for any emergency call outs and take appropriate action in line with college policy.
- Select, adapt and devise materials for use with assigned students.
- Liaise with subject and other staff regarding student support requirements.
- To maintain records of ongoing support and support needs, ensuring ILPs are updated and records are complete.
- Utilise available resources within the College (books, manuals, computer equipment, etc) in order to assist the student with their education.
- Assist students to use equipment/resources effectively.
- Maintain a learning environment in which the student can work effectively.
- Provide additional assistance, as part of the Support Staff, in other areas of College further to liaison with your line manager. This may include working occasional evenings or a Saturday for open events.

There will be an expectation across the Trust that all support functions will work together and support each other as and when required, particularly in the early and evolving years of the Trust. There may be a need to review some job descriptions initially after the first transitional year.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Study Support Tutor

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIREABLE
Relevant Experience	<ul style="list-style-type: none"> • Current experience of having responsibility for the provision and support of individuals with learning difficulties or behavioural issues. • Experience of teaching/delivering in learning support areas. • Experience of training and developing others in the support of individuals with learning difficulties and disabilities. 	<ul style="list-style-type: none"> • Previous experience of providing personal and intimate care to individuals. • Previous experience of working in a health care or medical profession/setting.
Education and Training	<ul style="list-style-type: none"> • Willingness to undertake further training relevant to the post. • Experience of formulating and implementing Individual Learning Plans for learners. 	<ul style="list-style-type: none"> • Degree level qualification • Evidence of relevant training and/or qualifications. • Safeguarding training • First aid training or willingness to undertake. • Specific training undertaken to support students – lifting/handling, personal care, team teach etc.
Special Skills and Knowledge	<ul style="list-style-type: none"> • Commitment to student welfare and achievement. • Good listening skills. • Ability to work with others on difficult/delicate/sensitive subjects. • Ability to motivate others. • Customer service/care approach. • Good time management skills. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • Passion for the role and improving learner life chances. • Confidence in working with students within the 16-19 age range. • Ability to work independently or as part of a team. • Good communication skills. 	
Additional Factors	<ul style="list-style-type: none"> • Enthusiasm and commitment for the post. • An interest in working in the education sector. • Flexible approach to work and a willingness to undertake a variety of tasks. • Commitment to equal opportunities and safeguarding. • Commitment to continuous improvement and willingness to learn from experience and practice in this College and others. • A supportive and empathetic approach to students and the ability to relate well to staff. 	