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## Job Description for Study Support Tutor

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**Responsible to:** SENDCo

**Based at:** New College Bradford

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### OVERALL PURPOSE OF THE POST

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- 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.

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### MAIN DUTIES

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- Assist, advise and provide support for individual students, as appropriate.
- To take responsibility for a case load of students and ensure barriers are removed enabling them to achieve.
- To be accountable for developing quality and personalised Termly Support Plans and teaching implications for allocated high needs students.
- To take responsibility for ensuring the assistive technology and/or equipment needs for allocated students are explored and implemented.
- To take responsibility for sharing information with the SENDCo and key stakeholders to ensure they are well informed about students' needs.
- To ensure allocated students access enrichment opportunities.
- To ensure allocated high needs students secure positive destinations and liaise with apprenticeship and/or HE providers to that end.
- Provide regular one-to-one support for students to monitor progress and outcomes.
- To provide personalised intervention to small groups of students, monitor progress and report in line with Study Support reporting standards.
- 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 in line with Study Support guidance on record keeping standards.
- Assist the SENDCo in student transition from school to college.
- Provide subject teachers with up to date and relevant information to enable them to adapt and amend teaching and learning to meet needs, and monitor the effectiveness of suggested strategies for allocated students.
- 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.
- As part of the Study Support team, take responsibility for a substantial proportion of the college first aid rota, responding to emergency call outs and taking 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 create and maintain records of ongoing support and support needs, ensuring they are of a high standard in line with Study Support guidance on record keeping standards.
- 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.

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