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| **Learning Support Tutor (Part time 0.8 FTE)** |

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| **Reporting To:** | Manager, Learning Support |
| **Working Hours:** | Part time (0.8 FTE) |
| **Salary:** | 19-28 (£22,902-£29,909) (Pro rata) |
| **Position code:** | PC A1 |
| **Annual Leave:** | 37 electable days plus 8 statutory days (pro rata) |

**Job Purpose**

* To provide academic tuition and guidance to students with specific learning difficulties, providing 1-1 and small group support to students with SEND.
* Work collaboratively with the Inclusive learning and development Leads to implement support strategies and use the initial assessment to support curriculum planning for learning.
* To lead on support for Apprentices.
* To conduct assessments for Exam access arrangements.
* To maintain up to date knowledge of available assistive technology and other learning resources available for students in Further Education, Higher education and Apprentices.

**Duties and Responsibilities of the Job**

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| 1. To undertake initial assessment of new/prospective students as required including Exam access arrangements |
| 1. To design and implement programmes of student learning helping them to develop skills including reading, writing spelling, study skills, IT, time management, revision and exam techniques. This may be embedded either in students’ course material or by following other programmes. |
| 1. To lead on developing small group intervention sessions for students with SpLD and devise topic-based workshops for groups of students with similar support needs. |
| 1. To lead on developing strategies for students with SEMH and to run small group sessions |
| 1. To achieve and maintain personal teaching at “good” or above. |
| 1. To deliver, monitor and evaluate support for students on a one to one basis |
| 1. To provide literacy, numeracy and/or study skills drop in sessions for small groups of students |
| 1. To assess and review student learning and to meet regularly with students to ensure rapid progress from the starting point. |
| 1. To ensure the accurate completion of all records, EHCP review reports as required |
| 1. To attend and contribute to ALS team meetings and where required curriculum area meetings to ensure collaborative and collegiate approach to removing barriers to learning. |
| 1. To prepare, manage and maintain allocated learning environments and resources |
| 1. To record and monitor student attendance and progress in close liaison with the course tutor |
| 1. To help develop and provide training and support for College staff on strategies in the classroom for students with SEMH dyslexia awareness, disability and learning support awareness, including differentiated learning in order to maximise the quality, effectiveness and efficiency of the service |
| 1. To review individual student performance at agreed points in the year |
| 1. To contribute to the Inclusive Learning and development self-assessment process and provide written required evidence and administrative tasks to support the SAR. With the Head of Inclusive Learning and Development maintain, an effective monitoring system to provide accurate data on students supported and the impact of support. |
| 1. To take part in continuous professional development |
| 1. To undertake any tasks required that are commensurate to the role and grade. |
| 1. To be aware of, comply with and promote Safeguarding policies and practices at all times. |
| 1. To be aware of, comply with and promote Equality & Diversity policies and practices at all times. Analyse and selectively implement the calendar of key equality and diversity events across the programme/course |
| 1. To be aware of and comply with Health & Safety policies and procedures at all times, in order to protect your own safety and the safety of others |
| 1. To participate in staff and student recruitment campaigns, interviews, open Days and promotional/information events. |
| 1. Work with employers and other stakeholders as required to develop and deliver high quality curriculum |
| 1. Comply with the departmental operating plan and contribute to action plans as needed. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| Hold a relevant teaching qualification (e.g. PGCE) for level of programme/course or be willing to gain a relevant formal qualification. |
| Level 7 Qualification in SpLD or equivalent |
| Show evidence of or potential to teach to a consistently good or better standard. |
| Level 2 or higher qualifications in both English and maths. |
| Demonstrate a strong desire to work collaboratively as part of a high performing team. |
| Have a strong desire to see students succeed, evidenced by good or better key performance indicators for allocated programme(s). |
| Clear understanding of the needs of students and how these may be met. |
| Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student behaviour and safeguarding. |
| Excellent communicator with highly developed interpersonal skills. |
| Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development. |
| Comprehensive and well-developed IT skills. |
| Skills and experience in problem solving and a flexible and adaptable approach. |
| Adaptable and flexible approach to change. |
| **Desirable criteria** |
| Experience of teaching and learning. |

**CONDITIONS OF EMPLOYMENT**

**Teaching**

This is a teaching post, and the total teaching hours will be in the range of 850 to 950 hours per year. The number of teaching hours undertaken will depend on the nature of the teaching and the size of classes and any other allocated responsibilities.

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Teachers’ Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.