

JOB DESCRIPTION

Job Title:	Specialist Support Tutor
Department:	Learning Services
Rate of Pay:	SS4
Report To:	Assistant Director: Learning services
Job Purpose:	To provide 1:1 academic skills support and advice for students assessed with a Specific Learning Difficulty (SpLD) or a disability, and to contribute to the organisation of broader provision for students with additional needs.
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. To contribute to the effective operation of the department. 2. To provide 1-1 academic skills support to higher education students (and occasionally further education), face to face and online. This will predominantly be for students who have an SpLD or a disability. 3. To conduct in-house assessment of students, compose feedback, and update the UCB student dashboard system. 4. To provide students and staff with advice regarding support, exam arrangements, applying for the DSA process, assistive technologies, SpLDs and disabilities. 5. To liaise with academic and support staff about individual students, advising on support provided and advocating that support. 6. To liaise with external agencies regarding student support, including liaising with external SpLD assessors to ensure students are assessed in a timely manner. 7. To support on the completion of Education Health and Care Plan (EHCP) reviews (with training if required). 8. To support on transition events for students with SpLD or disabilities 9. To support on FE interview processes, advising students on the availability of support for their study. 10. To coordinate the use of Academic Support Workers for further education students, organising timetables, and

	<p>ensuring students receive the required support.</p> <ol style="list-style-type: none">11. To deliver academic skills support to other groups of students when required.12. To work with colleagues from across the University to contribute to strategies to support student cohorts to improve OfS success and progression measures.13. To contribute to the creation of online materials (e.g. recording of videos for toolkits) as required.14. To carry out any relevant administrative duties and to attend meetings/boards as required.15. To promote the services of the department, through promotional materials, meetings with teaching teams, etc. as required.16. To ensure practice is in line with the requirements of the General Data Protection Regulations.17. To commit to upholding the principles of Safeguarding and the PREVENT agenda.18. Any other duties as may be required commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	Specialist Support Tutor
Experience:	
1	Experience of working with and supporting students who have an SpLD or disability in an educational setting in order to achieve their academic goals.
2	Experience of carrying out assessments with a view to establishing exam concessions/ other reasonable judgements
3	Experience of completing necessary JDQ paperwork in relation to access arrangements
4	Experience of using assistive technologies to support students with an SpLD or disability
5	Experience of providing 1-1 academic support in further and/or higher education (experience to higher education level is desirable)
Skills & Abilities:	
6	Excellent communication and interpersonal skills
7	Excellent written and record keeping skills
8	Ability to work both independently and flexibly, as part of a wider team
9	Competent user of the Microsoft Office Suite
10	Ability to work proactively and positively
Education & Qualifications:	
11	A Bachelor Degree or equivalent professional qualification
12	A Level 7 qualification in access arrangement assessment (e.g. Certificate in Psychometric Testing, Assessment and Access Arrangements (CPT3A)) with a minimum of 100 hours experience of individual specialist assessment, or be willing to be trained up to achieve this qualification
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Other Attributes:	
16	Flexibility in relation to working hours
17	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education
18	An awareness of learning needs and learning difficulties
19	An understanding of Disabled Students' Allowance (DSA) processes and disability legislation affecting the FE and HE sectors
20	Willingness to engage in ongoing professional development