**Job Description and Person Specification**

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| **Job title:**  Learning Assistance Tutor |
| **Reporting to:**  Student Welfare Manager |
| **Staff reporting:** None |
| **Based:** Home |
| **Hours:**  Variable depending on the number of students receiving DSA support. Minimum of five students allocated if available. Students average 30 hours support per academic year. |
| **Purpose:** To provide Study Skills Support for students with Specific Learning Difficulties (SpLD) or students on the Autistic Spectrum (ASC)  To provide Supplementary Study Skills sessions when required |
| **Key duties will include:**   * To help students develop learning strategies that will assist them to overcome difficulties encountered due to Dyslexia, Dyspraxia, Autism or other Specific Learning Difficulties in accordance with the recommendations set out in their individual Needs Assessment. * To provide one to one study skills support, either face to face or remotely via Teams. * To keep appropriate records of support given in accordance with the DSA Framework and College’s GDPR policy. * To ensure Individual Student Learning Plans are kept up to date and available to be shared with student’s personal tutors. * To attend Learning Assistance meetings and to take part in continuing professional development.   **Updated August 2021** |

**Person Specification**

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| **Job Title: Learning Assistance Tutor** | **Essential (E)**  **Desirable (D)** |
| **Qualifications and Memberships**   * Hold the correct qualifications and professional memberships to deliver DSA’s fundable NMH roles as specified by the DfE for either or both of the following roles.   Specialist one-to-one Study Skills and Strategy Support -Specific Learning Difficulties (SpLD)  Specialist one-to-one Study Skills and Strategy Support  -Autism Spectrum Conditions (ASC)  For details see the link below:  <https://www.practitioners.slc.co.uk/exchange-blog/2020/september/10092020-guidance-for-nmh-suppliers/>   * Degree in Theology or related subject | **E**  **D** |
| **Experience**   * Experience in supporting students with SpLD and/or ASC in HE * Knowledge and understanding of how SpLD, mental health conditions and physical disabilities can impact access to learning. * Knowledge and understanding of the types of reasonable adjustments that can be made to support students with their studies and the college’s responsibility to disabled students under the Equality Act 2010. | **D**  **E**  **D** |
| **Skills and Competencies**   * Excellent interpersonal skills * Good written and oral communication skills * Ability to keep thorough and accurate notes and records and ensure compliance with confidentiality policies, professional standards and GDPR | **E**  **E**  **E** |
| **Personal qualities**   * Positive and flexible approach * Ability to work independently as well as part of a team * A commitment to continual professional development within the area of disability. * Comfortable supporting students who have a Christian faith. | **E**  **E**  **E**  E |