

Job Description and Person Specification

Job title:	Learning Assistance Tutor
Reporting to:	Student Welfare Manager
Staff reporting:	None
Based:	Home or Moorlands Campus, Sopley.
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) and to provide Learning Assistance sessions when required
Key duties will include:	<ul style="list-style-type: none"> • 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 Learning Assistance 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 UK policy. • To ensure Learning Assistance records are completed and maintained. • To attend Learning Assistance meetings and to take part in continuing professional development.

Updated October 2023

Person Specification

Job Title: Learning Assistance Tutor	Essential (E) Desirable (D)
<p>Qualifications and Memberships</p> <ul style="list-style-type: none"> • 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/ • Higher education Degree (Theology or related degree desirable) 	<p>D</p> <p>E</p>
<p>Experience</p> <ul style="list-style-type: none"> • Experience of supporting students with Academic Study Skills in Higher Education. • 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. 	<p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p>Skills and Competencies</p> <ul style="list-style-type: none"> • Knowledge of Academic Study Skills • 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 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

continued overleaf



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.

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