



## JOB DESCRIPTION

<b>JOB TITLE</b>	Specialist Support Tutor
<b>PAY/GRADE</b>	Point 26, £29,400 (£10,565.64 pro rata)
<b>HOURS</b>	15 hours per week, 38 weeks per year
<b>REPORTS TO</b>	Head of SEND and ALS
<b>LOCATION</b>	Additional Learning Support, Peterborough College

### JOB PURPOSE

To provide high quality teaching and learning to identified cross college SEND students in small groups and 1:1. These referrals will come from ALS disclosures, English and maths team recommendations, EHCP requirements, exemptions, tailored study programmes or identified during their study due to existing needs impacting their progress.

### MAIN DUTIES AND RESPONSIBILITIES

Your main duties and responsibilities will include, but will not be limited to the following areas:

- Plan for and deliver teaching and learning sessions for small groups on English, maths, language and where required study skills covering assistive technology, exam preparation and specialist equipment
- Complete assessments with students in line with quality teaching and learning and to inform EHCP review and make support recommendations
- Set and review SMART targets for students attending session in line with quality teaching and learning
- Work closely with the SEN Coordinator around delivery of aspects of the EHCP provision for EHCP learner attending sessions
- Gather data on key KPI's identified and agreed with Specialist Support Manager to show impact of provision delivery in line with quality improvement processes
- Work collaboratively with faculty and support staff to:
  - Provide on a range of adjustments and strategies relevant to the students support requirements and normal way of working to facilitate independent access to the learning environment
  - attending curriculum meetings and maintaining strong communication to discuss targets, progression and support for students
  - Provide guidance on support options in ways that will maximise individual learning potential and achievement advising on how teaching practice and learning environments can become adjusted to the needs of the student
- Utilise learning resources and opportunities, including ICT, fully and effectively in order to enhance learner experience and employability
- Work closely with Exam Access Arrangements Coordinator to provide evidence on the learner normal way of working within sessions
- Complete support assessments including a Statement of Reason Adjustments for HE students and implement support as appropriate
- Signpost Students to appropriate internal and external agencies and services
- Promote and enable use of assistive technology during sessions. This may include liaising with IT and other relevant departments to seek solutions that maximise learner's independence.
- Devise and review risk assessments, support plans and recommendations for support delivery



- Provide and or coordinate training for team members and across the college as required
- Maintain relevant knowledge of resources, legislation and best practice, and making recommendations as appropriate
- Maintain and audit records in line with ALS funding. Keeping accurate and timely records using college MIS systems relating to delivery and for internal reports
- Maintain an adequate supply of equipment and relevant resources
- Working collaboratively with the College Wellbeing and Safeguarding Team.

## OTHER

- Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures.
- Promoting and consistently exemplifying both internally and externally the values and behaviours of the College's vision
- Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety
- Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults
- Undertaking any other duties and responsibilities commensurate with the level of the post as required
- Engender a strong team ethos, which promotes a positive, can-do attitude across the department
- Maintain excellent standards of customer care and provide a flexible and responsive service to all users
- Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.
- A commitment to the provision of a high quality, student-centred service.
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
- To carry out such duties as may be determined from time to time within the general scope of the post.

## TERMS AND CONDITIONS

<b>Contract</b>	Permanent – Technical/Specialist Teaching
<b>Pension</b>	Techers Pension Scheme
<b>Holiday</b>	Pro-rata of 30 days per year, plus bank holidays and discretionary days.
<b>Probation</b>	New appointees to the College are subject to a 10 months' probationary period.
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check.
<b>Working Arrangements</b>	Normal working hours of 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday

## APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/work-for-us/>

## PERSON SPECIFICATION Specialist Support Tutor

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
<b>QUALIFICATIONS</b>						
Level 5 Teaching qualification (e.g. TTLS, Diploma in Education and Training, Cert Ed or PGCE)	E		✓			
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications)	E		✓			
Specialist subject, qualification at minimum Level 3 English/ maths/ language/SEND		D	✓			
<b>EXPERIENCE</b>						
Assessing individual support needs and making appropriate support recommendations	E		✓			
Teaching experience including completing assessment, writing lesson plans and schemes of work	E		✓			
Monitoring and reviewing individuals progress	E		✓			
Using assistive support strategies to maximise independence including assistive software	E		✓			
Setting and measuring SMART targets and person-centred outcomes	E		✓			
Using a diverse range of communication methods	E		✓			
Delivering training and staff development		D	✓			
Delivering provision outlined in Education Health and Care plans		D	✓			
Working successfully and influentially as part of a team	E		✓			
<b>KNOWLEDGE</b>						
Working knowledge of all Microsoft Office applications (Word, Excel, PowerPoint, Outlook)	E		✓	✓		
Good understanding of DDA, Equality and Diversity Children and Families Act, SEND and other relevant legislation	E		✓	✓		
Learning needs and barriers faced by individuals with SEND	E			✓		
A varied range of supportive strategies to manage barriers in SEND	E					
De-escalation techniques and motivational communication		D				
ALS referral, disclosure and assessment process		D		✓		
Risk assessment processes for activities and individuals	E					
Mentoring or coaching others		D				
GDPR and managing sensitive information	E					
Current sector issues and best practice relating to Learning support and SEND	E					
<b>KEY SKILLS</b>						
Working knowledge of all Microsoft Office and Google applications (Word, Excel, PowerPoint) and Outlook	E		✓	✓		
Good understanding of DDA, Equality and Diversity Children and Families Act, SEND and other relevant legislation	E		✓	✓		
Good understanding of Education Health and Care plans, consultations, reviews and statutory process		D				
Good understanding Learning needs and barriers faced by individuals with SEND	E			✓		
Possess a varied range of supportive strategies to manage	E					

barriers in SEND						
Awareness of de-escalation techniques and motivational communication		D				
Knowledge of ALS referral, disclosure and assessment process		D		✓		
Risk assessment processes for activities and individuals	E					
Mentoring or coaching others		D				
GDPR and managing sensitive information	E					
Current sector issues and best practice relating to learning support and SEND	E					
<b>OTHER</b>						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behaviour at all times	E			✓		✓
Good previous attendance record	E			✓		✓
Ability to travel on College and Group business	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References