



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Specialist Support Tutor
<b>PAY/GRADE</b>	Point 26, £27,476 per annum
<b>HOURS</b>	37 hours per week, 38 weeks per year
<b>REPORTS TO</b>	Head of SEND and ALS
<b>LOCATION</b>	Additional Learning Support, Peterborough College
<b>JOB PURPOSE</b>	
To provide high quality teaching and learning for English, maths, language and study skills to identified SEND students in small group and 1:1 to students across college.	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Deliver teaching and learning sessions for small groups to facilities support session on English, maths, language and study skills</li> <li>• To complete assessments on students in line with quality teaching and learning</li> <li>• To set and review SMART targets for students attending session in line with quality teaching and learning</li> <li>• Working closely with the SEN Coordinator around delivery of aspects of the EHCP provision for EHCP learner attending Core Skills and Study Skills sessions.</li> <li>• Utilise learning resources and opportunities, including ICT, fully and effectively in order to enhance learner experience and employability</li> <li>• Assessing additional support and referrals for Exam Access Arrangements to make recommendations for reasonable adjustments</li> <li>• Providing 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</li> <li>• Signposting students to appropriate internal and external agencies and services</li> <li>• Working collaboratively with English and Maths department including attending curriculum meetings and maintaining strong communication to discuss progression and support for students</li> <li>• Devising and reviewing risk assessments, support plans and recommendations for support delivery</li> <li>• Providing and or coordinating training for team members and across the college as required</li> <li>• Maintaining relevant knowledge of resources, legislation and best practice, and making recommendations as appropriate</li> <li>• Maintaining and auditing records in line with ALS funding. Keeping accurate and timely records using college MIS systems relating to delivery and for internal reports</li> <li>• Maintaining an adequate supply of equipment and relevant resources</li> <li>• Actively promoting the provision available to current and potential students supporting enrolment, induction, college open events including evenings</li> <li>• Developing, maintaining and promoting links with external agencies and services for signposting to staff and students</li> <li>• Working collaboratively with the College Wellbeing and Safeguarding Team.</li> </ul>	



**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

**TERMS AND CONDITIONS**

<b>Contract</b>	Permanent – Technical/Specialist Teaching
<b>Pension</b>	Techers Pension Scheme
<b>Holiday</b>	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/jobs/>

## PERSON SPECIFICATION Specialist Support Tutor

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
<b>QUALIFICATIONS</b>						
Level 5 Teaching qualification (e.g. DTLS, Diploma in Education and Training, Cert Ed or PGCE)	E		✓			
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
<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	✓			
Education Health and Care plans, consultations, reviews and statutory process		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>						
Ability to act calmly in difficult situations and respond professionally to stressful and challenging behaviour	E			✓		
Excellent oral and written communication skills and the ability to communicate effectively at all levels	E			✓		
Good planning, organisation and administrative skills	E			✓		
Attention to detail and accuracy	E			✓		
Ability to work independently and as part of team with a track record in achieving individual and team results	E			✓		
Use of IT (compilation of reports from database, spreadsheets, word processing)	E			✓		
Ability to listen and advise in a non-judgmental manner	E			✓		
Excellent interpersonal skills/good at problem solving	E			✓		

Enthusiastic and self-motivated	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	E			✓		
Good previous attendance record	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

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