



## JOB DESCRIPTION

<u>Post Title:</u>	Literacy Tuition Support Staff
<u>Salary:</u>	Points 6 – 9 on the Sixth Form College’s Support Staff Scale, currently £19,524 - £21,296 per annum, pro-rata.
<u>Purpose:</u>	To work under the specific supervision, instruction and guidance of the Literacy Tuition Support Coordinator(s) to deliver a tuition programme to small groups of students that meets the aims of the 16-19 Tuition Fund
<u>Responsible to:</u>	The Principal through the Assistant Principal: Curriculum and Literacy Tuition Support Coordinator(s)
<u>Liaising with:</u>	Relevant staff across the College, e.g. learning support staff, teachers tutors, Heads of Department, Heads of Faculty, tutors, Heads of Hall and support staff

### Main Responsibilities and Tasks

#### Small Group Tuition

- To offer high level support to A level and BTEC students at both level 2 and 3 with a focus on improving identified gaps in students’ knowledge, skills and behaviour through a quality tuition programme as developed by the Literacy Tuition Support Coordinator(s).
- Work with small groups of students (expected group sizes are 3 to 5 students) who meet the criteria for support as set out by the Department for Education’s 16-19 Tuition Fund.
- Undertake supportive assessment of students’ progress
- To record students’ progress in the group and work with appropriate staff to further support students where progress is not taking place.
- Provide feedback to students in relation to progress and achievements.
- To support students’ learning by working with them to understand the activity and using appropriate strategies to keep students ‘on task’ and engaged in the work set
- To have knowledge and experience of, or be willing to learn strategies for supporting students with learning difficulties and be able to use appropriate programmes of learning
- To promote the inclusion of all students, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of young people within the college.
- To establish good relationships with students, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
- To encourage students to act and learn independently as appropriate.
- To contribute to the development of department resources as directed by the Literacy Tuition Support Coordinator(s).
  
- To support the use of ICT in learning activities and with specific programmes to support learning. This could include being familiar with, or willingness train on, remote learning technology.
- To understand and use group dynamics to promote group effectiveness and support group and individual performance, when working with a group of students.

- To prepare the classroom as directed for tuition sessions, ensuring that resources are available and cleared away at the end of the session as appropriate.
- To be aware of the planning of work and activities.
- To provide general clerical support for the delivery of the Tuition Support Programme, e.g. photocopying, laminating, filing, etc. as required.

#### Staffing

- To work as part of a team and to ensure effective working relations.
- To attend relevant meetings where required.
- To participate in relevant training and performance development as required.
- To adhere to College health and safety policy including risk assessment and safety systems.
- To adhere to College policy on equality and diversity.
- To adhere to College policy on Safeguarding.
- To be aware of and comply with child protection procedures, health and safety, security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- To assist in maintaining high standards of health and safety at all times.
- To maintain good relationships with colleagues and work together as a team.
- To contribute to the overall ethos/work/aims of the college.

#### Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To assist with the implementation of College quality procedures.

#### Communications

- To ensure familiarity with the programme's aims and objectives.
- To liaise with relevant staff as appropriate.

#### Marketing and Liaison

- To contribute to the College liaison and marketing activities if required to do so.

#### Management of Resources

- To contribute to the maintenance of an attractive working environment in your area.

#### Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION: LITERACY TUITION SUPPORT STAFF

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in their written application and where appropriate you should give examples of how you meet the criteria.

Experience	Essential	Desirable	Method of Assessment
Experience of working with students, including SEND and those with social, emotional and behavioural difficulties.		✓	Application, Interview
Training or expertise in a relevant curriculum or other learning area (e.g. ICT, Literacy or literacy)		✓	Application, Interview
Experience of using technology in an educational capacity e.g. iPads, pc, smart board, camera	✓		Application, Interview
<b>Skills and Knowledge</b>			
Excellent standards of literacy and Literacy	✓		Application, Interview
Have a clear understanding of the Literacy and Literacy within a post-16 Curriculum	✓		Application, Interview
Ability to work with and motivate students	✓		Application, Interview
An understanding of health and safety, and child protection issues	✓		Application, Interview
Excellent organisational and administrative skills	✓		Application, Interview
Excellent communication and listening skills	✓		Application, interview
Able to work on own initiative	✓		Application, interview
Ability to meet deadlines	✓		Application, interview
Able to work creatively and sensitively with students	✓		Application, interview
Able to form effective working relationships with students and staff from across the College	✓		Application, interview
Evidence of commitment to Continuous Professional Development	✓		Application Interview
Familiarity with Microsoft Office (Word, PowerPoint, Excel) and ability to use the internet	✓		Application Interview
Familiarity with, or willingness to train on, remote learning technology	✓		Application Interview
<b>Qualifications</b>			
A relevant degree-level qualification or equivalent	✓		Application, Interview
GCSE (or equivalent) 6 or above (or equivalent) in Mathematics and English Language	✓		Application, Interview, Test
<b>Attitude and Impact</b>			
Positive and Enthusiastic	✓		Interview
Ability to use initiative	✓		Interview
Ability to remain calm under pressure and able to adapt to change quickly	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Excellent communications skills	✓		Interview
Able to work within a team	✓		interview
<b>Personal</b>			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK) *	✓		Application, Interview
<i>* both will follow an initial offer of employment</i>			
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## SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

### Literacy Tuition Support Staff

This is a term-time only post, working 37 hours per week. **You may however, on occasions, be required to work outside these hours to meet the requirements of the college.**

This is a full time and part-time, term-time only post but applications from individuals seeking job-share working arrangements are welcome. Please confirm on your application form if you wish to apply on a job-share basis, indicating your preferred days of work.

<b>Start Date</b>	December (or as soon as possible)
<b>Duration</b>	Until 15 July 2022
<b>Closing date</b>	Closing date for receipt of applications <b><u>10.00am on Monday 22<sup>nd</sup> November 2021.</u></b> We will not be able to accept applications after this date, except in exceptional circumstances.
<b>Salary</b>	Points 6 – 9 on the Sixth Form College’s Support Staff Scale, currently £19,524 - £21,296 per annum, prorata.
<b>Interview date</b>	It is anticipated that interviews will be held on week commencing <b>22<sup>nd</sup> November</b> and candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
<b>Payment</b>	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
<b>Pension Scheme</b>	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
<b>DBS Clearance and safeguarding checks</b>	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
<b>Rehabilitation of Offenders Act 1974</b>	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>