



JOB DESCRIPTION

Job Title	Literacy / Numeracy Tuition Support Staff (x5 posts)
Start Date	30 August 2022
Salary	Salary is based on the Sixth Form Colleges Association Support Staff pay spine from points 6–9. Currently £19,524–£21,296 pro-rata (actual amount £16,283–£17,760).
FTE	Full Time / Term-time only The College will consider applications from candidates seeking part time hours. Candidates should set out their preferred working hours on their application e.g. 0.4, 0.6 etc.
Responsible to	The Principal through the Assistant Principal: Curriculum and Literacy/ Numeracy Tuition Support Coordinator(s)
Liaising with	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

Role Purpose

- To work under the specific supervision, instruction and guidance of the Literacy/Numeracy Tuition Support Coordinator(s) to deliver a tuition programme to small groups of students that meets the aims of the 16-19 Tuition Fund

Main Duties and Responsibilities

Small Group Tuition

- To offer high level support to A Level and BTEC/vocational 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/Numeracy 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



Main Duties and Responsibilities

Small Group Tuition

- 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/Numeracy 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.

Tutor

- To act as a Tutor for a student Tutor group consisting of approximately 22 students
- To deliver centrally prepared resources as part of the tutorial programme during tutorial sessions (approx. 1hr 15mins a week)
- To respond to staff concerns regarding the progress of students by organising interventions or escalations as appropriate



Main Duties and Responsibilities

Staff Development

- To undertake staff development where appropriate
- To take part in the College's Appraisal Process

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent
- To work as part of a team and to ensure effective working relations

Quality Assurance

- To ensure the effective operation of quality assurance systems
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process

Communications

- To ensure familiarity with the department's aims and objectives
- To liaise with relevant external bodies as appropriate

Marketing and Liaison

- To contribute to the College liaison and marketing activities
- To link with external agencies as appropriate

Management of Resources

- To contribute to the maintenance of an attractive working environment in the college office



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www.loreto.ac.uk

0161 226 5156



Main Duties and Responsibilities

Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or her 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.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General data Protection Regulation (GDPR).

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Start Date	30 August 2022
Closing Date	Closing date for receipt of applications is <u>Tuesday 28 June 2022 at 10am. We will not be able to accept applications after this date, except in exceptional circumstances.</u>
Interview Date	Interviews are currently due to be held w/c 4th July 2022 (this is subject to change). Candidates will be contacted by phone or email to schedule their interview. Please ensure correct contact information is included and correct on your application, along with any dates that you are not available for interview.

Person Specification

The person specification will be used in when shortlisting candidates to interview

The College will consider applications from candidates seeking part time hours. Candidates should set out their preferred working hours e.g.. 0.4, 0.6 etc. on their application.

	Essential/ Desirable	Assessment
Experience		
Experience of working with students, including SEND and those with social, emotional and behavioural difficulties.	Desirable	Application/Interview
Training or expertise in a relevant curriculum or other learning area (eg. ICT, numeracy or literacy)	Desirable	Application/Interview
Experience of using technology in an educational capacity e.g. iPads, pc, smart board, camera	Essential	Application/Interview
Skills & Knowledge		
Have a clear understanding of the Numeracy and Literacy within a post-16 Curriculum	Essential	Application/Interview
Ability to work with and motivate students	Essential	Interview
An understanding of health and safety, and child protection issues	Essential	Interview
Able to form effective working relationships with students and staff from across the	Essential	Interview
Excellent standards of literacy and numeracy	Essential	Interview
Ability to work with other staff as a team	Essential	Interview
Excellent organisational and administrative skills	Essential	Application/Interview
Excellent communication and listening skills	Essential	Interview
A clear understanding of developments in post-16 education	Desirable	Application/Interview
Ability to meet deadlines	Essential	Application/Interview
Evidence of commitment to Continuous Professional Development	Essential	Application/Interview
IT literate	Essential	Application/Interview
Qualifications		
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	Essential	Application/Interview
Attitude & Impact		
Positive and enthusiastic	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
Committed to Equality and Diversity	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
Personal		
Enhanced DBS Clearance	Essential	Pre-employment check
Can evidence proof of right of work in the UK	Essential	Application/Interview

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Staff Benefits

- Free secure on-site parking
- Cycle to Work and Technology schemes
- Free onsite fitness classes including Yoga and Pilates
- Free tea and coffee in all staffrooms and subsidised Starbucks pod on campus
- Free staff lunch and refreshments on inset days
- Access to wellbeing services such as private physio and virtual GP appointments through our enhanced Occupational Health package
- End of term all-staff celebration lunch

Payroll & Pensions

Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out).

Safeguarding

DBS Clearance and Safeguarding Checks	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
Rehabilitation of Offenders Act 1974	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. 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.