JOB DESCRIPTION
(as at September 2018)

Job Title: **Programme Support Tutor (Employer Engagement)**

Responsible to: Head of Quality Improvement and Innovation (Employer Engagement)

Responsible for: Working as a member of the Employer Engagement team with a specific caseload of learners with educational needs and emotional vulnerabilities. Ensuring learners stay on target and thrive by delivering effective tutorial learner support and guidance which will enable them to achieve success and develop their potential.

Functional Liaison with: Programme Teams
Programme Managers
Programme Mentor
Executive Director Employer Engagement Operations
Vice Principal – Employer Engagement

Main Duties & Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

The primary role of the Programme Support Tutor is to support the Programme Tutor to enhance learner's individual learning, ensuring learners understand the work set, know their learning objectives and stay on track in order to make progress.

1 Contribute to the initial engagement of learners by:
   a. facilitating initial assessment activities using CognAssist and BKSB where required
   b. providing information, advice and guidance (IAG) to learners and Programme teams
   c. participating in learner induction programmes in a learning support capacity.

2 Contribute to the monitoring and supporting of learner progress by:
   a. participating in regular communication with Programme Managers teams.
   b. developing and maintaining realistic individual learning plans (ILPs).
   c. ensuring SMART targets are discussed, set, agreed and monitored.
   d. developing and providing learner references for internal departments and external agencies, etc.

3 Contribute to the additional learning support provision by:
   a. providing targeted additional learning support for individual learners across the entirety of their learning programme
   b. facilitating directed study and assignment/assessment support sessions

c. identifying indicators and causes of learner underperformance
d. facilitating effective interventions and action plans for learning support learners
e. fully utilising CognAssist as a support tool to engage learners with learning strategies
f. giving learners advice and information on opportunities of wider learner support
g. Engaging with 'at risk' learners and supporting their progress towards re-engagement
e. providing accurate records of additional learning support activities (via ePortfolio and other record keeping facilities).

4 Contribute to the pastoral support provision by:
a. carrying out regular 1:1 progress reviews with learners and their employers, where necessary, at a suitable safe location either on or off-site
b. acting as one of the point of contacts for learners and their employers
c. compiling appropriate learner progress reports
d. monitoring of learner attendance or punctuality issues for specific caseload of learners
e. providing learners with advice and guidance on e-safety and raising awareness of safeguarding issues.

All Personal Support Tutors will:

a. Provide a model of excellence in tutoring learning support.
b. Develop the use of, and promote good practice in the application of e-learning in tutoring
c. Consult with Programme Delivery teams on methods to better support learners and provide intervention advice to support retention
d. Promote Fundamental British Values through spiritual, moral, social and cultural development and positive behaviours through Skills for Success
e. Adhere to the Risk Management Policy and notify line managers of any identified risk
f. Be responsible for own health and safety at work and comply with the College's health and safety policy at all times.
g. Undertake any other duties commensurate with the grade as required by the Head of Tutoring and Learner Development.
h. Undertake at least 30 hours personal, professional development annually.

Undertake any other duties as directed by the Principal or delegated authority.

Person Specification

Essential	Desirable	Measured
QUALIFICATIONS To have or demonstrate the potential to achieve the following: Level 3 (or above) in Learning Support/Mentoring/Teaching Assistant Level 2 (or above) in Psychology, or similar (desirable) Level 2 (or above) in English, Maths and ICT		A,I
EXPERIENCE Evidence of relevant and recent professional development Evidence of supporting learners within an educational environment Experience of working with individuals with learning differences and/or mental or ill health Evidence of good utilisation of ICT skills Evidence of managing groups of learners Evidence of planning of learning support activities		A,I
KNOWLEDGE AND SKILLS Ability to work with learners of all ages and abilities A good understanding of Apprenticeship provision A good understanding of tutoring/mentoring Good administrative, ICT and organisational skills. A demonstrable understanding of SMART target setting An understanding of safeguarding requirements An understanding of equality and diversity		A,I,P,T
TRAINING Willingness to undergo any further training as identified and agreed		A,I
PERSONAL QUALITIES The ability to motivate and support others A good role model Acts with honesty and integrity Highly organised Ability to work autonomously The ability to work effectively within a team. A professional approach Excellent communicator Ability and willingness to travel across the East of England		A,I

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1.   Hours of Work: 37 hours per week for 52 weeks per year. Normal working hours will be 8.30 – 5.00 Monday to Thursday and 8.30 – 4.30 on Friday.

2.   New appointments to the College are subject to a 12 month probationary period and will be on a fixed term Business Support Contract.

3.   Holidays – 24 days per annum pro-rata plus public holidays - rising to 29 days on completion of five years' service (to be taken outside of agreed term time hours).

4.   Contributory pension with the Local Government Pension Scheme run by Suffolk County Council.

5.   This 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.

6.   The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

Further Information

General Data Protection Regulations (GDPR)
In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities
In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age ,disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS
The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.