

Tutor

Identifying Facts	
Service Sector	Education
Organisational Relationships:	<div> <div>Head of College</div> <div>This Role</div> </div>

Job Purpose:

- To provide guidance, advice and support to students on aspects of their curriculum in order to further develop the their educational journey. To deliver support for learning programmes as per the agreed College programmes, directed by the Lecturers.
- To promote a culture of high standards, high expectations and continuous improvement within the College and to ensure a safe and healthy teaching and learning environment.

Major Tasks and Activities:

- In partnership with the Lecturers to support students to access the appropriate curriculum areas and qualifications in line with individual's identified curriculum and where appropriate the procedures and requirements of the relevant awarding bodies requirements.

- Prepare and deliver learning activities suitable to the individual identified programme, curriculum and qualifications and support where appropriate, the procedures and requirements for Certification.
- To support the achievement of learning outcomes with each student and ensure progress against them is recorded.
- To prepare appropriate learning materials for learning support sessions facilitating high quality student centred learning and engagement.
- To ensure each student's chosen communication style is met in the delivery of the learning opportunities.
- To direct support staff in sessions to ensure they support students in the most effective way to maximise learning and independence for each student.
- To observe, assess, record and report on a student's progress and adapt, where required, learning support programmes to suit their pace of learning or current learning needs. Ensure high quality evidence and documentation meets college and external body requirements.
- To attend and contribute to staff and/or curriculum meetings and to participate and contribute to in staff development as appropriate.

Applicable to all roles:

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that postholders will understand the policies and procedures within Capability Scotland, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values

PERSON SPECIFICATION

Essential:

- Experience working with groups of adults or children with complex additional support needs
- Highly effective oral and written communication skills to communicate with staff, students and parents and manage student recording and reporting processes.

- **Be creative and innovative ideas that overcome barriers to learning and assessment**

Desirable

- **A relevant qualification at SCQF Level 7 or equivalent**
- **Experience of augmentative communication systems such as VOCAS, symbol systems, signing**
- **A specialist subject area appropriate to students with complex learning needs**