

## JOB DESCRIPTION

**Job Title:** Study Skills Tutor

**Responsible to:** DSA Support Manager

**Job Purpose:** To provide specialist study skills tuition to students with Specific Learning Differences (SpLDs) and Autistic Spectrum Condition (ASC) at Falmouth University and the University of Exeter, Cornwall Campuses.

### Main Duties and Responsibilities:

To assess the learning needs of students and create work plans in line with their needs assessment recommendations.

To provide specialist 1:1 tuition to students to develop study skills strategies.

To devise and use appropriate teaching resources.

To assess the nature and extent of learning to evaluate a student's progress.

To encourage and support students to use their DSA-funded assistive technology in their studies.

To assist with the development of independent and autonomous learning.

To maintain an in-depth and up to date knowledge relevant to the role including assistive technology.

To proactively manage a caseload of students ensuring each student's needs are kept under review and appropriate interventions and sessions are allocated; managing appointments and seeking to support high levels of attendance and engagement.

To maintain accurate and up-to-date records of interactions with students.

To maintain the non-medical helper standards as set out by Student Finance and support the audit process.

To actively participate in peer-observation and mentoring schemes.

### General Duties and Responsibilities

To maintain a first-class level of support ensuring that all students are treated efficiently and in an appropriate manner.

To work within the relevant legislation, policies and procedures.

To participate in the Annual Performance Development Review Process.

To actively support equality and diversity policies of Falmouth Exeter Plus.

To attend training courses as identified and agreed for appropriate development.

To promote the Falmouth Exeter Plus Environmental Policy by implementing working practices and procedures that ensure a sustainable approach to the use of the resources and that resources are disposed of in an efficient and environmentally friendly way.

Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.

To demonstrate a flexible attitude to change and to support the Universities and FX Plus in evolving to meet existing and future needs. This may include undertaking duties not specifically stated above, without altering the nature, purpose or level of responsibility of the post.

**PERSON SPECIFICATION****Post Title:** Study Skills Tutor

Attributes	Essential Requirements	Desirable Requirements
<b>Education / Qualifications</b>	<p>Educated to degree level or equivalent.</p> <p>Professional body membership and/or qualifications as detailed in the <a href="#">Mandatory Qualifications</a></p> <p>Successfully undertake an enhanced with regulated activity DBS check</p>	<p>OCR Level 7 Diploma in Teaching and Assessing Learners with Dyslexia/Specific Learning Difficulties.</p> <p>Postgraduate certificate in Autism.</p>
<b>Experience / Knowledge</b>	<p>Extensive and recent experience of teaching students with disabilities in HE (or FE).</p> <p>Understanding of student learning needs and how to address learning challenges.</p> <p>Awareness of the strengths students bring to a learning situation and the skills to help students use these strengths to overcome barriers to learning.</p> <p>Evidence of ability to tailor SpLD/ASC appropriate teaching resources to students' learning profiles.</p> <p>Demonstrable working knowledge of assistive technology software and hardware.</p> <p>Demonstrable understanding of the issues which students with disabilities encounter.</p> <p>Knowledge of requirements under the Equality Act (2010).</p>	<p>Experience of crisis management and signposting.</p>
<b>Skills / Personal Requirements</b>	<p>Excellent interpersonal skills: the ability to communicate effectively and clearly in a spoken and</p>	

	<p>written format and the ability to be able to empathise with others.</p> <p>Excellent organisational and time management skills.</p> <p>IT skills including Microsoft Office and video meetings applications.</p> <p>The ability to work in a flexible, patient and supportive way.</p> <p>Respect for confidentiality of personal information.</p> <p>Be committed to continued CPD.</p>	
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