

JOB DESCRIPTION

Job Title: Study Skills Tutor

Responsible to: Accessibility Coordinator

Job Purpose: To provide specialist study skills tuition to students with specific learning differences and autistic spectrum disorders at Falmouth University and the University of Exeter, Cornwall Campuses.

Main Duties and Responsibilities:

To assess the learning needs of students and create learning 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 assist with the development of independent and autonomous learning.

To work closely with a student's other non-medical helpers to enable the development of study strategies.

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 complete paperwork and maintain accurate and contemporaneous records of interactions with students.

To maintain the non-medical helper standards as set out by DSA-QAG 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 customer service ensuring that all customers 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
<p>Education / Qualifications</p>	<p>Educated to degree level or equivalent.</p> <p>Professional body membership to one of the following: PATOSS (full or associate membership) BDA (full professional membership) ADSHE (professional membership) Dyslexia Guild (member, associate or fellow membership) OR completion of the 5 NAS core autism online training modules</p> <p>Teaching qualification.</p>	<p>OCR Level 5/7 Diploma in Teaching and Assessing Learners with Dyslexia/Specific Learning Difficulties.</p> <p>Postgraduate certificate in Autism.</p> <p>Training in assistive technology.</p> <p>Both professional body membership and the NAS modules.</p>
<p>Experience / Knowledge</p>	<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/ASD 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</p>	<p>Experience of crisis management and signposting.</p>

	<p>which students with disabilities encounter.</p> <p>Knowledge of requirements under the Equalities Act (2010)</p>	
<p>Skills / Personal Requirements</p>	<p>Excellent interpersonal skills: the ability to communicate effectively and clearly in a spoken and written format and the ability to be able to empathise with others.</p> <p>A skilled interviewer with regard to the identification of individual student's learning approaches, cognitive strengths and weaknesses.</p> <p>Excellent organisational and time management skills.</p> <p>IT skills including Microsoft Office 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>	