

Capel Manor College

SpLD Tutor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	SpLD Tutor
Scale	Lecturing
Grade	Points 19-35
Responsible to	Learning Support Manager
Location	Enfield
Contract	Full-time, Permanent

Key Responsibilities:

The key responsibility of the SpLD Tutor is to assess and implement Dyslexia and other SpLD support to students across various campuses. They are required to work with staff to ensure teaching and learning incorporates strategies to support learners with a range of SpLD needs. They are also required to carry out examination access arrangements in line with Joint Council of Qualifications regulations.

Responsibilities:

1. Implementing specialist interventions such as dyslexia support or literacy interventions to aid student recruitment, retention and achievement
2. Support students to develop learning and technological strategies to assist in overcoming difficulties encountered as a result of dyslexia, dyspraxia or other specific learning difficulties
3. Assessing students for access arrangements in their exams, and completing appropriate paperwork and evidence to ensure audit requirements are met
4. In co-operation and liaison with The Learning Support Manager and Learning Support Coordinators, support the assessment and interview of students with additional learning support needs according to College policy
5. Keep records of support provided for students and provide termly summaries to the Lead Support member of staff at each centre
6. Working in partnership with the other College Dyslexia and SpLD Tutors to review support on a regular basis to ensure progression is being achieved and altered where appropriate
7. Draft support plans and provide strategies for tutors and Learning Support staff and contribute to the Annual Reviews process
8. Play a key role to support the delivery of learning support strategies and provide advice and guidance where appropriate to support staff and tutors
9. Develop a programme of staff training on dyslexia, dyspraxia or other specific learning difficulties

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- A degree in a field related to Special Educational Needs and Disabilities (SEND), with a focus on approaches such as Brief Interventions, Solution-Focused Therapy, Cognitive Behavioral Therapy (CBT), or similar.
- Have a recognised teaching qualification or a willingness to obtain one, with support provided to achieve accreditation within a specified period.
- Possess a qualification to conduct assessments for access arrangements, such as an educational psychologist qualification or a current SpLD Assessment Practicing Certificate.
- Maintain professional membership with one of the following organisations: Dyslexia Guild (Dyslexia Action), Professional Association of Teachers of Students with Specific Learning Difficulties (PATOSS), British Dyslexia Association (BDA), or The Association of Dyslexia Specialists in Higher Education (ADSHE).

Experience

- Experience working in further education (FE) colleges, universities, sixth forms, or secondary schools.
- Experience in identifying and addressing a wide range of learning barriers, and developing effective support plans tailored to individual needs.
- Demonstrated ability to excel in high-pressure and demanding roles, consistently meeting deadlines and managing multiple priorities effectively.
- Experience providing one-to-one tuition to adults and young people with specific learning difficulties, demonstrating an understanding of individualised support strategies.
- Experience working in a land-based college or in an outdoor environment is preferred.

Skills, Abilities and Knowledge

- Personal communication skills of a high order
- Skilled in liaison and negotiation with others
- Willingness to travel occasionally to other centres and external agencies across London
- Excellent administrative and IT skills to include most Microsoft tools as well as other dedicated software used in FE colleges such as student databases
- Effective tutoring techniques
- Ability to work effectively with staff from various teams and other agencies in the context of Additional Learning Support
- Ability to advise and train staff on effective teaching to learners with learning barriers
- Ability to work on own initiative within agreed strategic guidelines
- The ability to develop positive working relationships with individuals at all levels

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required