

# Capel Manor College

## Academic Success Tutor

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### Job Description & Person Specification



## **JOB DESCRIPTION & PERSON SPECIFICATION**

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|                       |                                 |
|-----------------------|---------------------------------|
| <b>Post</b>           | Academic Success Tutor          |
| <b>Scale</b>          | Lecturing Scale                 |
| <b>Grade</b>          | Scale Points 19-35              |
| <b>Responsible to</b> | Access Arrangements Team Leader |
| <b>Location</b>       | Gunnersbury Park                |
| <b>Contract</b>       | 5 days per week, Term Time Only |

#### **Key Responsibilities:**

The key responsibility of the Academic Success Tutor is the collaboration with vocational departments and the Math's and English team to ensure that effective learning continues during periods of staff absence through effective use of the Learning Hub. You will work with the curriculum leadership teams to support effective use of the Learning Hub, ensuring that the required ILPs, learning resources and student tracking are supplied to maintain student progress. You will provide intervention strategies to students who require additional support in Math's, English or in completing assignments working within the Learning Support Hub as directed or required. You will liaise with vocational departments to identify students who require additional support to achieve on their programme of study, including supporting the normal ways of working and access arrangements applications as well as ensuring that effective action plans are set for success. The collaboration with vocational departments and Math's and English is key to ensure that effective learning strategies are embedded and reflected in individual student profiles.

#### **Responsibilities:**

1. Supporting the delivery of cover lessons in conjunction with vocational teams during periods of staff absence. Including ensuring cover materials are appropriately delivered to ensure continuity of learning for all students.
2. Reviewing schemes of work, learning materials, assignments and associated Learning Support schedules shared with the hub to ensure all learners' needs are met and continuity of learning is maintained during periods of staff absence.
3. Support with the preparation of reports and statistics as required to contribute to the College's Quality Assurance and exam process. Identifying the progress made in English, Math's and assignments for students at the campus. Including reports on progress for cover sessions in conjunction with vocational teaching staff.
4. Take the lead on tutoring students that need additional support with English, Math's and Assignment support. This includes identifying students in need of extra support, timetabling small group and 1:1 sessions, liaising with vocational tutors to link to Individual Learning Plans and ensure student attendance, communicating with the English and Math's team and vocational tutors to identify knowledge that needs to be reinforced and reporting back to staff as required.
5. Identify strategies that can be used with different students and contribute to the development of One-Page Profiles and learning adjustments that can be made in vocational / English and Math's lessons.
6. Participate in and represent the Inclusion team in enrollment and advice sessions, parent's evenings and student review meetings.
7. Participate in internal and external verification procedures, examinations and invigilation duties.
8. Ensure student discipline in all academic situations and report as necessary to the appropriate course manager.
9. Attend school, team, student progress and other meetings as directed and on a regular basis, and product reports as may be required.
10. Assist in promotions, open weekend activities and other exhibitions.
11. Undertaking personal professional development.
12. Any other duties of a comparable nature as requested by college managers.

## **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 always operate 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**

- Hold a degree, or a professional qualification, HND or equivalent (Essential)
- Possess a Level 2 qualification in English and Maths (Essential)
- Hold a Teaching qualification at Level 4 or above (Essential)
- Evidence of continuous professional development (Essential)
- A degree or Level 3 qualification in a Land based subject (Desirable)

### **Experience**

- Working in an educational or training environment (Essential)
- Teaching students of varying abilities in a post 16 setting (Essential)
- Working with learners with difference learning needs (Essential)
- Curriculum development in an educational or training environment (Desirable)

### **Skills, Abilities and Knowledge**

- The ability to develop positive working relationships with individuals at all levels.
- The ability to communicate effectively orally and in writing.
- A high level of ICT skills to operate tracking and management systems effectively.
- Enthusiasm for working with challenging learners and learners of all abilities.
- A commitment to and enthusiasm for teaching of students at all levels.
- Effective communication and organisation skills and ability to work on own initiative and as part of a team.
- Sound administrative skills.
- Active interest in use of ILT to improve access to learning.
- The ability to work effectively as part of a team, supporting others as required.

### **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 in working with challenging behaviours.
- 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.