

# Job Description:

## 0.6 Specialist Support Tutor – Term Time + 2 Weeks

(Temporary to cover a period of  
Maternity Leave)



**0.6 Specialist Support Tutor – Term Time + 2 weeks  
(Temporary to cover a period of Maternity Leave)  
REF: LSU023-773**

**The role:**

The post holder will be a part of the Learning and Specialist Support Team and will fulfil the role of Specialist Support Tutor across both of our sites. The postholder will complete assessments for students referred to Specialist Support with reading, writing, spelling, memory and/or processing difficulties to inform teaching and learning strategies. The post holder will be responsible for assessing for and applying for the relevant Access Arrangements. In addition, the post holder will have a cohort of students with whom they will complete 1:1 specific reading, writing and spelling programmes and assignment support.

**Responsible to:**

The postholder is responsible to the Specialist Support Co-ordinator.

**Key Accountabilities and Responsibilities:**

1. Processing of student referrals with specific learning, literacy and/or processing difficulties, into the specialist support department, prioritising what learners require.
2. Completion of Initial Interviews for Specialist Support to determine need for: access arrangement assessment, assessment of literacy, numeracy and processing skills to inform teaching and learning and or 1:1 tutoring support.
3. Completion of access arrangement assessments, liaison with parents, schools and other professionals to gather formal evidence of need, write relevant exam report, make application to relevant exam board or awarding body and the updating of the college system so that our exams team and curriculum tutors are updated.
4. Following Initial Interviews with students, inputting of costs and student information using college systems.
5. Liaison with the Specialist Support Coordinator to prioritise student specific tutoring timetable each term.
6. Liaison with course and progress tutors to ensure in class tutor recommendations are in place for learners.
7. The development of session plans and the resources required for 1:1 specific tutoring support sessions, student attendance and progress at those sessions.
8. Ongoing review and recording of student progress.
9. Review relevant teaching material annually and plan and prepare new and up to date resources to be shared with the wider team.

10. To complete ASD & ADHD advice appointments with students and their parents and then as relevant make formal referrals for assessments into the NHS
11. To undertake admissions interviews with the wider Learning Support team for new applicants.
12. To work with the wider Learning Support Team offering support and advice in our Learning Support Hubs on both sites when timetabled.
13. To work with the wider Learning Support Team as support or invigilation in exams for students with Access Arrangements.
14. Substitutions for absent colleagues.
15. To undertake any other duties commensurate with the post which may, from time to time be required.
  - Identification and assessment of students with specific learning, literacy and processing difficulties.
16. Identification of those learners who can be supported via Specialist Support.
17. Completion of relevant administration including Access Arrangement formal applications, assessment reports, tutoring support information, session plans, session records and inputting onto college record systems.
18. Timetabled contact with individual and/or groups of students who have high level or complex support needs relating to specific learning, literacy and processing difficulties or other diagnoses to deliver specially devised ILPs.
19. Liaison with course teams, to ensure strategies are in place for teaching, and other staff, to be able to support students.
20. To contribute to cross College development activities including:
  - Enrolment
  - College based promotional events
  - Off-site promotional events
21. Substitutions for absent colleagues.
22. To undertake any other duties commensurate with the post which may, from time to time be required.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

## The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
To hold Level 7 specialist education qualification for SpLD and assessment e.g. PGCE ADDS	E	A
Possession of PCGE or Cert Ed	E	A
Possession of a Level 5 qualification; degree	E	A
Possession of a Level 2 qualification in Numeracy and Literacy.	E	A
To hold Professional Membership of PATOSS, or other relevant professional group	D	A

Experience		
Delivering dyslexia, literacy and processing skills support in Post 16 education.	E	A/I
Experience in the assessment of learners for dyslexia, literacy and processing difficulties for the application of access arrangements	E	A/I
Proficiency in managing students' learning including all aspects of planning, delivery and assessment.	E	A/I
Experience of liaising across departments.	E	A

Knowledge, Skills and Attributes		
An understanding of the needs of learners in Further Education with specific learning difficulties and an experience of meeting the specific needs of learners.	E	I
An understanding of teaching methodologies appropriate to learners with literacy, processing, dyslexia and other SpLD's and experience of applying them.	E	A/I
Up to date knowledge of appropriate assessment tools for Access Arrangements, literacy, numeracy and processing difficulties.	E	A/I
An awareness of learner support in Further Education.	E	A
Good working knowledge of IT systems including email, teams, databases and spread sheets.	E	A
Good written and verbal communication skills.	E	A/I
Experience of report writing.	E	A
Teamwork.	E	I
Initiative.	E	I
Excellent organisational skills.	E	I
A readiness to be flexible in relating to colleagues and the requirements of the post.	E	I
Ability to relate professionally to students of all ages, background and ability.	E	I



Willingness to contribute fully or as required, to the work of the Department and operate as an effective team member.	E	I
Knowledge of trends and developments in the Further Education sector.	E	I
Approachable.	E	I
Commitment to providing a quality service.	E	I
Commitment to equal opportunities.	E	I
Ability to produce reports to keep clear and accurate records.	E	I
Outstanding literacy skills.	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Be prepared to undertake staff development	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

#### Salary:

£16,525.76 per annum.

For information, the full-time equivalent is £28,869.00 per annum.

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.

#### Summary of Terms and Conditions of Employment:

The post is offered on the Southport Education Group contract for newly appointed lecturers. This consists of a normal working week of 21 hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 49 days (179 hours) plus Bank Holidays. The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

#### Timetable for Appointment:

**Deadline for receipt of applications: Friday 15<sup>th</sup> August 2025 (10:00am)**

**Interviews will be held: Within one month of closing date**

#### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

