

<b>Job title</b>	Support Tutor
<b>Salary</b>	Point 11 to point 12 (£24,778 to £25,456) Inclusive of London Weighting Allowance (Term Time Only)
<b>Reports to</b>	Head of SEND

**Purpose of the job**

To ensure students with special educational needs and disabilities (SEND) complete, achieve and progress through the delivery of high quality, effective, planned support.

**Key duties**

- 1) To work with other members of the SEND team and work towards shared goals.
- 2) To act as the SEND contact for identified curriculum areas.
- 3) To maintain a caseload of students and deliver support that focusses on academic study and behaviour.

**Main duties**

- 1) To take part in recruitment strategies for SEND applicants offering information advice and guidance on the learning support the college can provide.
- 2) To apply strategies provided in education, health and care plans (EHCP) and support students to work towards their outcomes.
- 3) To take part in initial interviews and support planning throughout both the recruitment period and following enrolment.
- 4) To maintain an accurate record of time spent providing support.
- 5) To apply the exam access arrangement referral process that enables all students to receive the support they need and support in exams across all curriculum areas.
- 6) To write medical care plans and personal emergency evacuation plans (PEEPs) where appropriate.
- 7) To be aware of high needs students' applications for funding and decisions made by local authorities.
- 8) To record work carried out with individual students and ensure support records are accurate and current.
- 9) To hold annual reviews that focus on preparation for adulthood themes and outcomes that enable progression.
- 10) To work with the Head of SEND to ensure all information and data is captured and is accurate.

**Other duties**

- 1) To implement the College's equality and diversity policy.
- 2) To participate in the College's appraisal process and to undertake appropriate training and development activities or programmes.
- 3) To ensure awareness of and compliance with all Health and Safety regulations.

4) To undertake other duties as directed by the Head of SEND which are commensurate to the level of the post.
<b>Working relationships</b>
<ol style="list-style-type: none"><li>1) You are expected to form effective working relationships with other staff within the College.</li><li>2) You will work closely with the management team to support improvements within your area.</li></ol>
<b>General behaviours</b>
<ol style="list-style-type: none"><li>1) The College expects that you will work to the highest professional standards setting an example to the staff that you lead and that you will encourage them to work as a professional team.</li><li>2) You should be courteous in your dealings with colleagues, students and visitors to the College.</li><li>3) As a member of College staff, you will act with integrity and probity.</li></ol>