

JOB PROFILE	
Company:	Italia Conti
Department:	Safeguarding, Wellbeing & Additional Learning Support
Role:	Learning Support Tutor
Reporting to:	Designated Safeguarding Lead
Direct reports:	N/A
Location:	Victoria Place, Woking
Salary band:	Band B

ROLE SUMMARY
<p>The Learning Support Tutor provides comprehensive advice, support and guidance to students and applicants with additional learning needs, liaising with staff and other agencies (where appropriate) to secure the support that students require. The postholder develops, delivers and monitors support for all students requiring ALS in line with relevant legislation and policy.</p>

KEY ACTIVITIES
<ul style="list-style-type: none"> • Providing study skills tuition as required to students with Specific Learning Difficulties and disabilities, over all courses. Assisting in the development and provision of support to students through appropriate mediums, as required. • Accurately completing all administrative functions in a confidential and efficient manner including updating electronic and paper records, keeping accurate data on students from entry to exit, and taking appropriate follow-up action through tracking and monitoring student progress, achievement and departmental outcomes. • Assessing the interaction of a student's additional learning needs within the academic environment and interpreting and applying professional recommendations to develop a suitable plan for the provision of reasonable adjustments in line with the student's level of need. Assisting students to understand their disabilities and their rights and responsibilities relating to reasonable accommodations. • Liaising with academic and support staff as required to facilitate provision of appropriate adaptations to study, assessment and the physical environment. • Conducting and posting application interviews for students with disabilities and Specific Learning Difficulties to discuss professional recommendations, diagnoses and support needs. Signposting degree registered students to the UEL Disability and Dyslexia department to make full use of their support. • Facilitating students' claims for Disabled Students Allowances and liaising with other appropriate external agencies to secure the funding and support that students require.

- Adhering to and complying with all Italia Conti policies and procedures and the provisions of the Data Protection Act and maintaining strict confidentiality when working with restricted information.
- Keeping up-to-date on best practice in relation to students with disabilities/dyslexia and being prepared to undertake training as required.
- Working with the Local Authority as required in response to students with EHCPs.
- Developing and monitoring strategies to support Italia Conti's commitment to Diversity and Equality.
- Undertaking any other duties commensurate with the level of the post, as required.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED		
	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> • A good undergraduate degree/diploma in a relevant discipline. 	<ul style="list-style-type: none"> • A recognised teaching qualification relevant to post-16 or Education/Diploma/Certificate in the teaching of students with Specific Learning Difficulties.
Knowledge/Skills	<ul style="list-style-type: none"> • Substantial experience of providing advice, information and guidance to those with disabilities/dyslexia preferably in the context of HE/FE or other large organisations and experience of providing learning support to students with additional learner needs. • Good knowledge of the communication and learning needs of students with disabilities/dyslexia in Higher Education and of applications of technology 	<ul style="list-style-type: none"> • A keen interest in the performing arts and arts education.

	<p>to dyslexia and disabilities within an HE environment</p> <ul style="list-style-type: none"> • A good understanding of the responsibilities placed on Higher Education Institutions by the Equalities Act and of the Disabled Students' Allowances and experience of assisting students to apply for funding. • An excellent understanding of experiential learning. 	
Experience	<ul style="list-style-type: none"> • Substantial experience of providing advice, information and guidance to those with disabilities/dyslexia preferably in the context of HE/FE or other large organisations and experience of providing learning support to students with additional learner needs. • Experience of using databases, spreadsheets and IT systems. • Experience of participating in widening participation activities and outreach events. • Experience of liaising with students and internal and external stakeholders. 	<ul style="list-style-type: none"> • Industry experience, in order to understand the demands on the performer.
<p><i>The above duties will inevitably change as the work of Italia Conti develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from the Italia Conti's strategies.</i></p>		

The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected.

Italia Conti fosters a business culture where decisions and ideas from all people help us innovate, grow and create the best environment for our students and staff and be relevant in a rapidly changing world.

There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.