

## TUTOR ASSISTANT

**Job Title:** Tutor Assistant

**Service:** Mercury College

**Responsible to:**

### **Brief description of job:**

The role of the Tutor Assistant is to provide support for students with severe and complex learning difficulties and/or disabilities (LDD), and tutors to ensure the delivery of an effective programme of further education and to work as part of a co-ordination team.

### **Key Result Areas:**

- To support courses which are designed for those with learning difficulties and/or disabilities aged between 18 and 25, to learn more independence skills, demonstrate transferability of skills into their daily lives and progress into a supported living environment.
- Communicate with parents and/or carers on a daily basis and set up communication books if required.
- Meet and greet students as they come to the college and at the end of the day check they are leaving on the correct transport/sign them out.
- Working with the whole class, a small group or individual learners as required
- Supporting and complementing the role of the tutor and where necessary, assisting in the preparation of the teaching environment and equipment under the tutor's guidance. Clearing away materials and filing the students work
- Encouraging students to demonstrate appropriate social skills as well as behaving appropriately in public settings; including all areas of the college
- To be flexible in meeting individual student's need(s) and deliver discreet support to named students
- To ensure accurate individual student records are maintained
- Helping to build students' confidence and motivation
- Acting as liaison between tutor and student
- Providing Tutor Assistant team members and relevant tutors with information in relation to aspects of students' behaviour, education and welfare
- Supporting and complementing the role of the tutor and where necessary, assisting in the preparation of the teaching environment and equipment under the tutor's guidance.
- Encouraging students to demonstrate appropriate social skills as well as behaving appropriately in public settings; including all areas of the college
- Assisting with a wide range of medical and personal care tasks as necessary and providing physical support where needed
- Must have the ability to communicate effectively with other professionals, colleagues, service users and families/carers and can support individuals with

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their personal hygiene and intimate care needs in a respectful and dignified manner.

- To understand the changing needs of adults with a learning disability and must have regard for the dignity, respect and rights of students
- The role requires a great deal of flexibility and some manual handling tasks are also intrinsic to this post. Personal care is part of the duties of this role and training will be provided in giving medical care and support
- Participating in all timetabled activities, providing personal assistance and supervision for students before, during and after lessons
- Taking necessary action in an accident or emergency such as; following fire procedures, requesting necessary assistance, or taking over a group of students
- Participating in team meetings and training programmes as an active member of the team, where appropriate.
- Working with managers and employees to support the developing culture of the learning organisation
- To support learners with managing behaviour and accessing the curriculum
- Helping students understand and undertake set tasks in an appropriate way including note taking and supporting with literacy and numeracy
- To take responsibility for specific aspects, projects or tasks as agreed with the Head of Education that will contribute to the success of students and the college

### **General**

To advise, as required, on professional matters within the area of competence of the post.

To maintain and develop up-to-date professional knowledge, skills and competence through training, reading and other such activities and to incorporate the same into practice.

To observe and monitor standards of practice and to deal with unacceptable practice in line with Hesley Group policies and procedures. Report to your line manager, or other appropriate person, in the event of awareness of bad practice.

To undertake such other duties and responsibilities reasonably consistent with the role as may be required from time to time by your line manager.

### **Health & Safety:**

To ensure the premises are kept clean and hygienic throughout and systems are in place to control the spread of infection, in accordance with Hesley Group policy procedures and guidance, relevant legislation and professional guidance

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation and as required by Hesley Group policy and guidance) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace by completing regular and planned risk assessments, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself

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or others at risk. This includes managing a safe and secure environment for everyone including people who use the service, staff, visitors and members of the public.

This duty includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

**The contribution of this role:**

This role is key to ensuring the delivery of a service to individuals that is:

- safe, compassionate and effective
- that is of high quality and that provides the best outcomes achievable for the people we support
- that provides customer satisfaction.

The role is also fundamental to ensuring the efficient running of the business and it is expected that a Tutor Assistant will be ambassador for people with learning disabilities, autism and complex needs.

**This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. Hesley Group, therefore, expects all staff and volunteers to share this commitment.**

**This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the "Barred List" in respect of the Adults Workforce.**

Prepared by the Recruitment Department ..... Date: 4.4.23

Jobholder ..... Signed ..... Date: .....

Manager ..... Signed ..... Date: .....