

## JOB DESCRIPTION

<b>Job Title:</b>	Specific Learning Difficulties Tutor
<b>Ref no:</b>	<b>LIBHP2</b>
<b>Campus:</b>	Hendon
<b>School/Service:</b>	Library & Student Support
<b>Pay:</b>	£38 per hour + holiday
<b>Contract:</b>	Casual, zero hours
<b>Reporting to:</b>	Specific Learning Difficulties Coordinator

### **Reporting to Job Holder: None**

Library & Student Support (LSS) provides a wide range of support services to students including Library & Information Technology (IT) Support, Student Information & Advice, Student Support Plus, Learning Enhancement, and Progression and Support.

The Student Support Plus Service combines a number of services to deliver holistic support for students, including:

- **Disability and Dyslexia Service** – Provides assessment of needs for students with disabilities, specific learning difficulties along with practical support for students and Schools to ensure that disability does not create an obstacle to learning.
- **North London Regional Access Centre** - Provides Study Needs Assessment for the Disabled Students' Allowances
- **Counselling and Mental Health (CMH)** – Provides care coordination for students that need specialised/external mental health care, short-term counselling for students, support crisis management and “Care & Concern” referrals from a mental health perspective and action.
- **Student Wellbeing** – Provides health promotion and coordination of wider wellbeing projects in collaboration with teams and services across the institution

### **Overall Purpose of the role:**

Working as part of a multidisciplinary team, provide targeted specialist study skills tuition, in line with Disabled Students' Allowance (DSA) - Department for Education (DfE) regulations, to individuals with Specific Learning Difficulties (SpLDs), who are likely to experience complex co-occurring symptoms, including mental health concerns, long term health conditions and physical and sensory impairments. This support aims to equip students with independent learning strategies to help them succeed at university and beyond.

## Principal Duties:

1. Prepare and deliver tailored 1:1 teaching sessions designed to address the complex needs of students with a range of Specific Learning Difficulties and multi-faceted co-occurring symptoms. These sessions may be delivered either online or face-to-face.
2. Using your SpLD expertise, negotiate an individualized learning plan which identifies students' strengths, challenges and needs, and use this to facilitate independent learning.

In particular, you will be responsible for developing students' skills in:

- understanding, planning and structuring assignments;
  - critical and reflective thinking;
  - reading, researching and note taking;
  - academic writing;
  - referencing and avoiding plagiarism;
  - editing and proof reading;
  - time management and organization;
  - dealing with exams and examination revision;
  - understanding and implementing feedback from academic staff
3. Ensure that you are familiar and up-to-date with a wide range of assistive technology and can apply and integrate this specialist knowledge in your 1:1 specialist tuition sessions.
  4. Create and maintain detailed records of your sessions and communications with all students assigned to you including monitoring of their progress.
  5. Maintain professional and confidential working relationships at all times within the boundaries of the Service, using appropriate referral mechanisms within the Disability and Dyslexia Service when required and build effective working relationships with professional colleagues.
  6. Undertake regular training and continuing professional development in order to keep abreast of changes and developments in the field and to ensure compliance with professional competency frameworks and best practice.
  7. Ensure timely and accurate submission of timesheets to ensure funding can be promptly claimed.
  8. Ensure any personal information is kept and distributed in line with the General Data Protection Regulations (GDPR), Middlesex University (MU) Computer Use Policy, Middlesex University (MU) Academic Regulations and other local regulations.
  9. Work within the Service's guidelines and frameworks and ensure that students are aware of relevant policies

10. The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
11. The postholder will actively follow MU policies including Equality & Diversity Policies.

## PERSON SPECIFICATION

### **Job Title: Specific Learning Difficulties Tutor**

The essential criteria will be used to assess all potential candidates for this vacancy. The evidence you provide and the examples you give showing how you meet each of the essential criteria will be assessed where marked on the person specification, by an (S) for shortlisting, (I) for the interview, (P) for a presentation and (T) for a test.

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

#### ***Essential Requirements:***

#### **Education, Qualifications, Experience, Knowledge, Skills & Aptitudes**

#### **SELECTION CRITERIA:**

E.1 Undergraduate degree (S).

E.2 Post Graduate Certificate or Diploma (Level 5/7) in teaching students with Dyslexia/ Specific Learning Difficulties (16+ age group) or an equivalent qualification (S).

E.3 Professional body membership of the Professional Association of Teachers of Students (PATOSS), British Dyslexia Association (BDA), Association of Dyslexia Specialists in Higher Education (ADSHE) or the Dyslexia Guild (S).

E.4 Experience of working with adults with Specific Learning Difficulties (SpLD) (S)

E.5 Evidence of experience of integrating assistive technology into SpLD teaching sessions, using online platforms to deliver sessions, as well as a high standard of IT literacy and electronic record keeping (I).

E.6 Evidence of an understanding of the General Data Protection Regulations (GDPR) and best practice with regard to disclosure of confidential information (S).

E.7 Evidence of participation in continuous professional development. (S)

E.8 Demonstrable commitment to fairness and the principles of equality and inclusion (S) & (I).

E.9 Demonstrable evidence of excellent verbal and written communication skills in English (S) & (I).

E.10 Ability to manage own workload and be able to self-motivate (I).

E.11 Ability to build and maintain professional relationships with colleagues as well as maintaining professional boundaries (I).

## **Desirable Requirements:**

D.1 Comprehensive training in adult autism, e.g. all 5 National Autistic Society (NAS) core autism online training modules (I).

D.2 Familiarity with the Disabled Students' Allowances procedures (S) & (I).

**Hours:** Actual daily hours by arrangement as contracted by the Head of Department. Claims to be made monthly on PAFIS (the University Human Resources/Finance system. Some evening and/or weekend working may be required.

**Leave:** Pro-rated 28 days annual leave which includes any entitlement to Bank Holiday and University days. Entitlement calculated monthly by taking number of hours worked for month and multiplying by 0.125.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements, the duties/ location of this post and the role of the post-holder may be changed after consultation.

**No Parking at Hendon campus:** there are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Flexible working applications (including part-time working) will be considered.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires an Enhanced Disclosure and Barring Service certificate. You are therefore required to disclose details of any criminal record. ALL criminal convictions, cautions, reprimands or final warnings, even if they would otherwise be regarded as spent under this Act must be disclosed, as well as any other information that may have a bearing on your suitability for the post, including pending prosecutions.

The University will apply for a DBS certificate before your appointment is confirmed.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

### **Next Steps**

If you wish to apply for this post please complete an application form found here:  
[www.mdx.ac.uk/jobs](http://www.mdx.ac.uk/jobs)

If you wish to discuss the job in further detail please contact Gurinder Grewal  
[g.grewal@mdx.ac.uk](mailto:g.grewal@mdx.ac.uk)

If selected for interview, you will hear directly from someone in the Service, usually within 3 weeks of the closing date.