

Kent County Council

Job Description: *Tutor Support Assistant*

Directorate: Children, Young People and Education

Unit/Section: CLS

Grade: KR5

Responsible to: Curriculum Leader

Purpose of the Job:

To provide administration support to managers and tutors, and educational support to groups and individual learners, within the Skills provision.

Main duties and responsibilities:

1. To undertake administrative tasks necessary to ensure appropriate learner tracking, provision support and management of operational processes.
2. To ensure accurate and timely data is maintained.
3. To support tracking and prediction of course financial viability.
4. To assist with pre-course initial assessment and interviews.
5. To contribute to the planning and delivery of learning to meet individual needs including Individual Learning Plans (ILPs).
6. To contribute to the evaluation of courses and lessons.
7. To contribute to the RARPA process (Recognising and Recording Progress and Achievement).
8. To provide learners with additional support as identified in their initial assessment.
9. Attend meetings and training as required.
10. Promote and comply with safeguarding procedures.
11. Actively promote Equality and Diversity.
12. Support high quality teaching and learning in line with CLS (Community Learning and Skills) and OFSTED quality standards.
13. To participate in CPD (Continuing Professional Development) activities as directed.

Specific duties

1. Complete and check tracking spreadsheets and learner enrolment paperwork, ensuring complete, accurate and timely data is maintained.
2. Support tutors with administrative tasks.
3. Support manager with administrative tasks including understanding UNITE reports and setting up courses.
4. Establish and maintain good working relationships with individual learners, groups, tutors and other internal teams.
5. Assist in preparing and maintaining the learning environment.
6. Promote learners' wellbeing.
7. Support learners who may have language needs, a learning disability and/or difficulty and/or a sensory and/or physical disability.
8. Support the use of ICT as directed.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Tutor Support Assistant*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Applicants will have or will be working towards a Learner Support Qualification • A good standard of education to at least Level 3 or equivalent including written English and/or Maths.
EXPERIENCE	<ul style="list-style-type: none"> • Proven skills in administrative support • Proven experience in a community or educational environment supporting adults to learn new skills.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Good organisational and administrative skills • Flexible with excellent time management. • Good I.T skills • Able to work on own initiative. • Reliable, discrete, motivational and professional.
KNOWLEDGE	<ul style="list-style-type: none"> • Some knowledge of Skills provision.
OTHER	<ul style="list-style-type: none"> • 'Can do' approach • Problem solving skills and attitude • Committed to the development of learners • Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make •