



Job Description

Course Team Leader: ILS 1 to 1 Tutor Support

Job Title: Course Team Leader: 1-to-1 Tutor Support

Hours: 36 hours per week, 52 weeks per year

Grade: Academic Pay Scale pt. 31 – 37

Location: Richmond Campus

Reporting to: Head of Inclusive Learning Support

BACKGROUND

The post of Course Team Leader for 1-to-1 Tutor Support requires strong pedagogical knowledge and a commitment to personalised learning for learners with learning difficulties and/or disabilities (SpLD). The role focuses on coordinating and delivering individualised tutoring sessions that enable learners to achieve their potential in mainstream settings. The post holder must stay up-to-date with SEND legislation, inclusive practices, and effective tutoring strategies.

Main Scope of Post

The CTL will lead and manage the provision of 1-to-1 tutor support for learners with SpLD across Richmond campus. Responsibilities include planning, monitoring, and quality assuring individualised learning plans, ensuring compliance with EHCP requirements, and promoting independence and progression.

Course Team Leaders have responsibility for:

- The organisation and development of the 1 to 1 Tutor Service
- Making the best use of the team resources including staffing and consumables
- Gaining maximum funding and income through high levels of enrolment, retention achievement and attendance.
- Liaising with appropriate College staff and external bodies including employers.

Key Responsibilities

- Coordinate and deliver 1-to-1 tutoring for learners with EHCPs and SpLD in mainstream provision.
- Ensure personalised learning plans (ILPs) are developed, implemented, and reviewed regularly.
- Support the Head of ILS in maximising ALS funding and maintaining accurate data for 1-to-1 support.
- Provide staff training and guidance on effective individualised support strategies.

- Monitor attendance, retention, and achievement for learners receiving 1-to-1 support.
- Act as the main point of contact for Richmond-based 1-to-1 tutoring provision.
- Prepare learners for employability, career progression, and/or further education through tailored sessions.

Curriculum Management

1. Attend team meetings and College events as directed by managers.
2. Keep records up-to-date, including the completion of registers, and other required documentation.
3. Liaise with colleagues to ensure that new members of staff are fully appraised of requirements.

Quality

1. Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
2. Contribute to course reviews and the setting, implementation and monitoring of action plans.
3. Set targets for achievement, retention and attendance and participate in the College's performance management programme.
4. To contribute to the development, planning and implementation of new initiatives within the Section.
5. To assist in the monitoring and supervision of all teaching and non -teaching staff to ensure they are kept informed regarding all College and curriculum developments.
6. To lead Course Team meetings and contribute to Section Area meetings.
7. To participate fully in the marketing of courses and promotional events both on and off site.
8. To assist in the updating of statistical information required for attendance, retention and achievement.
9. To take effective links with any relevant outside agencies including employers to both secure student growth and progression.
10. To take an active role in the reviewing of curriculum and quality procedures.
11. To contribute to and monitor the deployment of resources, physical and human, within the department.
12. To contribute to the general development of the Section.

OTHER DUTIES

1. To take an active part in the appraisal and mentoring processes.

2. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.
3. To comply with and actively promote within their section the College's Equal Opportunities Policy.
4. To participate in and contribute to the College's in-service development and training activities.
5. To carry out all other duties as may be reasonably required

Course Team Leader: Learning Support Person Specification

	Essential	Desirable	How assessed?*
Qualifications			
Degree or relevant qualification relating to SLDD	✓		Cert/AF
An advanced level teaching qualification (PGCE, DET or equivalent)	✓		Cert/AF
Knowledge and Experience			
Minimum of two years' teaching experience in supporting students with specific learning difficulties and disabilities	✓		AF/IV
Experience of Learning Support delivery in a cross College environment.	✓		AF/IV
Ability to work effectively as part of a team with some experience of supervising or leading a team	✓		AF/IV
Experience of delivering Functional Skills to students with learning difficulties	✓		AF/IV
Curriculum co-ordination experience		✓	AF/IV
Other Skills			
The ability to enthuse and inspire students	✓		IV/T
Good classroom practice	✓		IV/T
Good communication skills, written and verbal	✓		AF/IV
Good interpersonal skills	✓		IV/T
Good IT skills	✓		AF/IV
Using IT within the curriculum	✓		AF/IV
Tutoring experience	✓		AF
Self motivation	✓		IV
Commitment to Equal Opportunities and Safeguarding in an education environment	✓		AF/IV
Commitment to learners and learner achievement	✓		AF/IV
Commitment to implementing College compliance procedures and other policies	✓		AF/IV
Evidence of continuous professional development	✓		AF/IV
Competencies <i>Academic staff should be able to demonstrate competency in all of the following areas:</i> Communication; Planning and Organising; Interpersonal Sensitivity; Adaptability/Flexibility Results Focus			AF/IV

Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/skills test)

Cert = Certificates checked on induction