

# JOHN LEGGOTT COLLEGE

## JOB DESCRIPTION



**JOB TITLE:** Academic Support

**REPORTS TO:** Progress Tutor Lead

### Purpose of the Role

To support a high culture for learning and challenge within John Leggott College. To support and assist students with 1-2-1 tuition and support in the curriculum. To support and assist the Progress Tutors in delivering a robust tutorial programme to first and second year students. To complement the work of academic teaching staff and provide study skills support and curriculum interventions, to ensure all students develop outstanding academic skills. To facilitate students' independence, resilience and critical thinking skills to ensure students attain their target grades.

### Key Responsibilities

- Provide support to the Progress Tutors with their daily duties.
- Provide support to students in 1-2-1 tuition and curriculum
- Promote a high culture of challenge equipping students with good study skills and routines from the start of their learner journey and ultimately enabling positive progression
- Support the collaboration with the Progress Tutors, Area Leaders, teachers, LSAs/SENCO to identify and respond to students' personalised needs.
- Work in collaboration with Progress Tutors to promote the importance of outstanding study skills through the colleges social media
- Contribute to the planning of displays on study skills
- Contribute to college wide events to promote the importance of study skills
- Support students throughout all aspects of their learner journey
- Signpost to areas of support in college as and when required
- Take appropriate action for the welfare and safeguarding of students in accordance with the College's safeguarding policy
- Adhere to all college policies effectively to support pastoral work e.g. attendance, behaviour, safeguarding policy etc.
- To support the Progress Tutor in deliver of tutorials to groups of students and engage in planning process for tutorial scheme of work alongside the Progress Tutor Lead and Progress Tutor and Safeguarding Manager

### **In addition to the above post holders will be expected to:**

- Achieve agreed targets and performance indicators across all areas of responsibility
- Support effective safeguarding of all young people throughout the College
- Attend as necessary, meetings of all College Staff
- Adhere to College Policies and procedures e.g. Equality and Diversity; Health and Safety
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

*The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.*

*We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.*

Employee signature: ..... Date: .....

Line manager signature: ..... Date: .....