

## Study Skills Tutor

Theorise is looking for a qualified and highly motivated Study Skills Tutor to work with students with dyslexia, dyspraxia, dyscalculia and other specific learning difficulties. Working as part of Theorise external support team to deliver specialist one-to-one study skills support to provide the student a vehicle to assist overcoming certain specific learning difficulties. Study Skills Support Tutors will work with students in most circumstances with Dyslexia or Dyspraxia and sessions will be focussed usually on assignment structure, time management, organisation, revision techniques & strategies and any other areas either the student requests or Study Skills tutor identifies.

Study Skills Tutors will provide an agreed number of hours' maximum to work with a student each year as per set by the DSA which will be clearly communicated by Theorise. It is the responsibility of both the Tutor and student to liaise with one another to arrange appropriate times to carry out this support on an ongoing basis.

## What is the role of a Study Skills Tutor?

The aim of support from a Study Skills Tutor is to provide the student with a firm foundation for managing academic work so they become a more confident and independent learner and successfully complete their course.

Study skills are the 'practice makes perfect' skills needed for life as a student. By frequently applying specific methods, approaches and strategies that work for them, students can develop their own learning style and become more skilled in how they approach tasks set as part of their coursework assignments and studying in general.

## Main duties and responsibilities

- Provide one-to-one study skills tuition to students enabling them to develop independent learning strategies.
- To provide bespoke sessions for each student according to their individual needs.
- Study Skills tuition sessions will focus usually on assignment structure, time management, organisation, revision techniques & strategies and any other areas either the student requests or Study Skills tutor identifies.
- Deliver tuition according to Theorise and each of our clients' guidelines and codes of conduct.
- A flexible approach to working hours is required.
- Manage paperwork effectively, i.e., completing time sheets and any reports required.
- You will be expected to represent Theorise in a professional manner, this includes adhering to our policies regarding confidentiality and safeguarding.

## Skills, Knowledge & Experience required

- We expect you to have good communication and organisational skills, a willingness to support students with particular needs, and an approachable, patient and understanding manner.
- Ability to communicate with the student to understand their needs and devise an appropriate plan for delivering support and how it will be used to achieve identified goals.
- Ability to understand the needs, objectives and constraints of others.
- Experience of working with students in a higher education environment on a one-to-one basis is desired.

- Knowledge and understanding of different learning styles and approaches to working with them.

It is essential that applicants hold a minimum of a degree and ideally a teaching qualification. However, if an applicant has sufficient experience in working with individuals with specific learning difficulties, then this may be overlooked.

It is essential that applicants have a formal qualification in working with Dyslexia, Dyspraxia, Dyscalculia or other specific learning difficulties and ideally have undergone all 5 NAS Core Autism Online Training Modules.

The ideal candidate will hold a membership to one of the below Professional Bodies:

- PATOSS (full or associate membership)
- BDA (full professional membership)
- ADSHE (professional membership)
- Dyslexia Guild (member, associate or fellow membership)

Support will be conducted at mutually agreed times between tutors and students therefore there is a great deal of flexibility to the role. However, support is likely to be requested by students in working hours (Mon-Fri 0900 – 1700). This role will likely have both face-to-face aspects working with students on campus as well as the option to work with students remotely dependant on preferences.

Pay Rate: £36.50 per hour + holiday pay accrual on a PAYE basis.