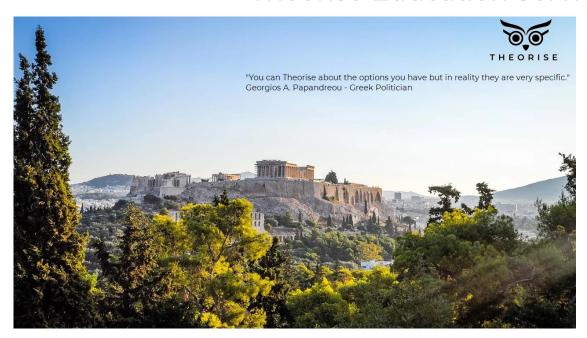
Theorise Education Services



Theorise Ltd is an innovative and ambitious Edinburgh-based educational recruitment business that has grown to be Scotland's largest supplier of additional non-medical personal help (NMPH) support staff services to further and higher education.

Theorise provides a range of different roles to colleges and universities including Study Skills Tutors (for dyslexia, dyspraxia, and other specific learning difficulties), Mental Health Mentors, in-class ASD/ADD/ADHD Support Workers, Note-Takers, Proof-Readers and Examination Support Staff. Theorise Ltd is recognised for our excellent quality of service not only to our clients but also to our candidates and we've built this reputation through a tailored approach that meets each of our clients' individual requirements.

While Theorise continues to grow we still offer a personalised, professional, yet informal approach with a focus on meeting the needs of all our clients and the students with whom we work. Theorise is fully aware that you have a choice but with our focus and determination to giving both Clients and Students a positive experience we hope to be your first choice.

Further education can be a daunting prospect for any student but perhaps more so for those who need additional support, for whatever reason, and we are committed to ensuring they are afforded appropriate support from a suitably qualified and trusted support worker who can assist in their academic progression.

We recognise that sourcing "best fit" support staff can be challenging, but we are confident Theorise has the experience and knowhow to deliver a solution for all students' specific needs. Theorise have a proven track record of delivering excellent candidates for a range of roles, whether it is one person or volume recruitment, we are entirely confident in our ability to meet your requirements.

In the 2022-23 academic year, we provided support to over 1800 students across Scotland, from the Isle of Skye to the Scottish Borders, from entry level courses at colleges to PhD level university education, all of whom have varying specific learning difficulties and support needs.

Theorise considers it critical to our success in education that we retain our support workers to ensure students have consistency throughout their studies. Ideally, a support worker assigned to a student in the first year of their course will continue to work with the same student until the completion of their studies.

Theorise firmly believes that consistency is key for students and having the same support worker can assist in their academic progression through the creation of a strong and trustworthy working relationship. Theorise also affords our support staff excellent training opportunities through accredited bodies to further their qualifications to ensure their continued professional development.

"We have worked with Theorise for a number of years now, they continue to provide our students with an excellent standard of support. The team at Theorise are responsive to student needs and concerns and will do their upmost to ensure that each student is supported to their individualised needs. Equally, the team will endeavour to pair up students with an appropriate support worker and if and when a relationship between support worker and student requires a change (which is not the norm) Theorise are more than willing to facilitate that change."

Perth College UHI D&I Adviser



Recruitment Process

Step 1

Theorise obtains all relevant information from the College or University on the requirements of the support worker e.g. locations, availability, tasks they will be required to undertake and also, if required, the types of specific learning difficulty they will be working with.

Step 2

Theorise will search our current database of potential candidates and/or advertise the specified role on both our website and any other specified job boards.

Step 3

Theorise's recruitment team will undertake a thorough analysis of the CVs and cover letters of the applicants and shortlist those with the best experience of working in education and with the best overall qualifications for

Our expertise and experience distinguish Theorise from other agencies in the education sector.

Flexibility

Theorise receives referrals throughout the academic year and our dedicated and experienced recruitment team will ensure that a qualified and well-matched support worker is placed with a student as quickly as possible.

Credibility

Theorise unlike many companies operating in this field, have credibility and accountability in the field of recruitment which makes us stand out from other providers. We continuously strive to uphold and improve our reputation as a professional recruitment business as a:

- Corporate Member of the Recruitment and Employment Confederation (REC)
- Member of the Federation of Small Businesses (ESB)
- Member of National Association of Disability Practitioners (NADP)
- PATOSS Organisational Member
- Disability Confident Emploter

This ensures we commit to the highest standards of being a compliant and productive recruitment business and can be trusted to provide an honest and reliable service. Theorise Ltd are also one of very few Scottish approved suppliers to Student Finance England and Student Wales.

Step 4

Theorise's recruitment team will carry out an initial telephone interview with their candidates discussing their experience in the education environment and their background. Applicants who impress at this stage will be invited to interview.

Step 5

Theorise interviews the candidates using a thorough process detailing the candidate's employment history, education and qualifications relevant to the role. Theorise will ensure all documentation is up-to-date for their eligibility to work in the UK and to work with students with Disclosure and

Step 6

Theorise will offer the best candidate a role working with Theorise and upon confirming their registration and validating Disclosure checks we will notify the College or University of the selection

Understanding

As a valued Client, our team will work alongside you and will be readily available to discuss or arrange support for students at your institution. Theorise, understands that a rapid and efficient response is key. Should you have any requests that fall outside what we currently supply then we would be delighted to discuss any additional needs. We currently provide:

- Note Takers
- Proof-Readers
- ASD Mentors
- Mental Health Mentors
- Study Skills Tutors
- Communication Support Workers
- Personal Assistants
- Examination Support Staff (Invigilators, Readers, Scribes)

Job descriptions for all of the above roles are available on the Theorise website at www.theoriseltd.com along with our Client & Student Satisfaction Survey results, Testimonials and more.