

Study Skills Tutor – Job Advertisement

Theorise is looking for a qualified and motivated Study Skills Tutor to work with students with specific learning difficulties such as dyslexia, dyspraxia, autism and ADHD. This role involves delivering tailored one-to-one support within professional guidelines and internal policies, helping students build confidence, develop effective study strategies, and reach their academic goals.

Study Skills Tutors are part of Theorise external support team and provide structured, student-centred academic support focused on core areas such as organisation, time management, academic planning, revision techniques, and the use of assistive technology. The level and nature of support is guided by the student's Needs Assessment Report (NAR) and Disabled Students' Allowance (DSA) allocation.

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.

The range of study skills topics that students may require support with can include:

- Planning, organisation and time management
- Dealing with procrastination
- Researching and reading
- Assignment structure and written clarity
- Presentations and oral exams
- Revision strategies and exam performance
- Numeracy and the use of assistive technology

Main duties and responsibilities

- Deliver one-to-one sessions supporting a range of academic skills and learning strategies.
- Collaborate with the student to set academic goals and track progress.
- Support students in planning, structuring, and managing assignments.
- Promote the use of assistive technology and study resources.
- Deliver support in line with Theorise and university/college guidelines.
- Complete timesheets and maintain accurate session records.
- Communicate with Disability & Inclusion teams where appropriate.
- Represent Theorise professionally, respecting confidentiality and safeguarding policies.

Skills, Knowledge & Experience required

- Excellent communication and organisational skills.
- A positive, supportive, and flexible attitude.
- Experience working with students with specific learning difficulties (SpLD).
- Knowledge of common learning barriers and practical solutions.

Qualifications & Memberships

Applicants must hold:

- A degree or equivalent
AND
- A recognised qualification in working with SpLD such as dyslexia, dyspraxia, or ADHD
AND ideally
- Membership with one of the following:
 - PATOSS (full or associate membership), BDA (full professional membership), ADSHE (professional membership), or The Dyslexia Guild (member, associate or fellow membership)

Working Conditions & Pay

Support is delivered at mutually agreed times between tutor and student, typically during working hours (Mon–Fri, 9am–5pm). Support may be delivered on campus or online depending on student preferences.

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