



JOB DESCRIPTION

Job Title:	Specialist one to one study skills tutor
Department / Unit:	Disability & Dyslexia Service
Grade:	7
Accountable to:	Head of Disability & Dyslexia Services
Purpose of the Post	
<p>The Study Skills Tutor (SpLDs) will work alongside the team supporting students with disabilities at the College. They will provide one-to-one study skills support to students with SpLDs who are in receipt of the Disabled Students' Allowance.</p>	
Key Tasks	
<p>To support students with Specific Learning Difficulties through the provision of one-to-one tutorials to assist them in developing and refining appropriate learning strategies and organisational skills;</p> <p>To oversee all administrative tasks related to students with SpLDs (e.g. maintaining logs of work and timesheet records for one-to-one tutorial sessions);</p> <p>To monitor, evaluate, and maintain records of students' progress and development;</p> <p>To maintain student files in compliance with College Policy, Data Protection Legislation and DSA-QAG;</p> <p>To participate in peer supervision in order to share good practice with colleagues;</p> <p>To offer training to academics, administrative members of staff and student helpers on SpLDs, legislation and good support practice;</p> <p>To liaise regularly with colleagues in the Disability and Dyslexia Services;</p> <p>Any other duties as required by the line manager or Head of Department that are commensurate with the grade;</p> <p>As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.</p>	

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Colleagues in the Disability & Dyslexia Service and the wider Student Advisory and Wellbeing Team
- Academic Departments
- Other college service departments