

# TRINITY LABAN

## Learning Support Tutor (Hourly Paid Teaching, Fixed Term)

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# TRINITY LABAN

## Learning Support Tutor

Contract: Hourly Paid Teaching, Fixed Term

Salary: £45.15 - £52.76 per hour depending on the experience

Working within student support, we are seeking a student-focused individual committed to supporting students to enhance their learning and enabling them to achieve their full potential.

You will also work and liaise with academic and other staff to support students' academic and learning experiences. You will be an active partner in the student's learning and progression, contributing to the regular review of the support given to your students and attending and contributing to team meetings.

Educated to degree level, you will have previous experience of Higher Education and the particular needs of arts-based students and awareness of supporting a range of learning needs and disabilities. You will be an excellent communicator with strong organisational skills.

*As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.*

*Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included to your supporting statement, otherwise we will not be able to consider your application.*

**Closing Date: 23:59 hours BST, 14<sup>th</sup> August 2025 (No Agencies)**

**Interview Date: 22<sup>nd</sup> August 2025**

*For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development Officer on: [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk)*

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.*

*Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.*

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## Job Description

Post:	Learning Support Tutor
Department:	Student Services
Reporting to:	Deputy Director (Learning, Teaching and Student Experience)
Grade:	6
Contract:	Hourly Paid, Fixed Term

### PURPOSE OF ROLE:

You will be providing one-to-one support to students who need further support in their studies across the Undergraduate and Postgraduate programmes. You must have experience in supporting a range of learning needs that may include Dyslexia, Dyspraxia, ADHA, ASD and additionally providing group study skills sessions to promote good learning habits for all our students.

The support provided may include, but is not limited to:

- Assisting the student in organising and planning course work;
- Assisting the student in understanding the requirements of their programme;
- Developing regular sessions designed to promote effective Study Skills.

### Main duties

- Assisting the student in organising and planning course work;
- Assisting the student in understanding the requirements of their programme;
- Developing weekly sessions designed to promote effective Study Skills;
- Working with the Learning Support Coordinator to effectively plan and develop the Learning Support offer within the Faculty and more broadly across Trinity Laban;
- Liaising with Programme Leaders and tutors to effectively support students and to plan activities;
- Documenting and recording, adhering to data protection regulations, contact and support provided for students;
- To contribute to the efficient administration of the Learning Support;
- To observe institutional policies and procedures, including those relating to equality and diversity;
- To carry out any other duties that may be requested by the line manager and to be prepared to work on any site of the Conservatoire as required

### The Postholder must:

- *Be available to work evenings and weekends as necessary to attend events and performances*
- *Be available for regional or overseas travel from time to time*
- *At all times be committed to Trinity Laban's Equality and Diversity Policy.*

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- *Adhere to all policies and procedures relating to Health and Safety in the workplace.*

## Offers of Employment

*All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications and satisfactory references.*

*If you are unsure of your right to work in the UK, you can use the GOV.UK visa checking tool to establish your eligibility and options relating to visas.*

*Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker route.*

## Referees

*References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to the receipt satisfactory references covering current or most recent employment and the past three years of work.*

## Conservatoire Values:

*All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at <https://www.trinitylaban.ac.uk/about-us/>.*

*All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.*

*Trinity Laban has a no smoking policy on its premises.*

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## Learning Support Tutor – Person Specification

Criteria	Specification	E/D	Measured By
<b>Education / Qualifications</b>	<i>A first degree and/or relevant work experience</i>	<i>Essential</i>	<i>Application</i>
	<i>Qualification in Learning Support (e.g. Dyslexia)</i>	<i>Desirable</i>	<i>Interview</i>
<b>Experience</b>	<i>Experience of supporting students in their learning preferably within Higher Education.</i>	<i>Essential</i>	<i>Application</i>
	<i>Experience of delivering student information, advice and guidance, preferably within Higher Education</i>	<i>Essential</i>	<i>Application</i>
	<i>Experience of working with international students</i>	<i>Desirable</i>	<i>Interview</i>
<b>Knowledge / Understanding</b>	<i>Specialist expertise in the provision of advice and guidance for students studying Music and associated Arts-based disciplines, preferably with in Higher Education.</i>	<i>Essential</i>	<i>Application</i>
	<i>Knowledge of developments in Higher Education which may have an impact on Learning Support</i>	<i>Essential</i>	<i>Interview</i>
<b>Skills and Abilities</b>	<i>Excellent organisational and administrative skills</i>	<i>Essential</i>	<i>Interview</i>
	<i>Ability to communicate complex information and guidance in an effective, concise and tactful manner, both orally and in writing</i>	<i>Essential</i>	<i>Interview</i>
	<i>Ability to work as part of a diverse a team and to build and maintain constructive relationships with a range of colleagues in different areas within an organisation</i>	<i>Essential</i>	<i>Application</i>
	<i>The ability to prevent and/or solve problems with flexibility, timeliness and imagination</i>	<i>Essential</i>	<i>Application</i>
	<i>Strong IT skills</i>	<i>Essential</i>	<i>Application</i>
<b>Personal Qualities</b>	<i>Collaborative team player/excellent inter-personal skills</i>	<i>Essential</i>	<i>Application</i>
	<i>The ability to work well under pressure and deal appropriately with confidential and sensitive information</i>	<i>Essential</i>	<i>Interview</i>
	<i>Commitment to equal opportunities and the promotion of diversity</i>	<i>Essential</i>	<i>Interview</i>

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

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## Conditions of Service Summary & Staff Benefits

<b>Contract:</b>	<i>Hourly Paid, Fixed Term</i>
<b>Hours:</b>	<i>Hourly Paid Tuition as agreed, usually within the hours of 9.00 am to 5.00 pm Monday to Friday, some evening and weekend working may be required during busy periods, for which time off in lieu will be given.</i>
<b>Location:</b>	<i>You will be based across sites at King Charles Court, Old Royal Naval college building, Creekside and Laurie Grove Deptford.</i>
<b>Salary:</b>	<i>Trinity Laban Staff Salary Scale, Grade 7, Incremental Points 30 – 36, Precept Band A, £45.15 £52.76 per hour.</i>
<b>Sick Pay:</b>	<i>Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.</i>
<b>Pension Scheme:</b>	<i>The successful candidate will be auto-enrolled into The Teachers' Pension Scheme, if they meet the qualifying criteria. Employee contributions are dependent on their monthly salary. The Conservatoire currently pays the Employers contribution at the rate of 23.6% of pensionable salary.</i>
<b>Staff Development:</b>	<i>A range of Staff Development opportunities are available.</i>
<b>Library:</b>	<i>The Laban Library &amp; Archive and the Jerwood Library of the Performing Arts are available for use.</i>
<b>Car Parking:</b>	<i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>
<b>Cafeteria:</b>	<i>Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.</i>
<b>Events:</b>	<i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>
<b>Classes:</b>	<i>Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.</i>
<b>Eye Care:</b>	<i>Vouchers for eye tests are available for VDU users.</i>
<b>Health:</b>	<i>Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.</i>
<b>Cycle to Work:</b>	<i>A cycle to work scheme is operated</i>

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**Give as you earn:** *A give as you earn scheme is operated.*

## Information on Trinity Laban

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world-class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

*Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.*

*We have a reputation for innovation and forward-thinking and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.*

*Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.*

*We work in a number of outstanding locations, including the 17<sup>th</sup>-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues. To find out more, visit [www.trinitylaban.ac.uk](http://www.trinitylaban.ac.uk)*