



Learning Support Tutor

Job Description and Person Specification

Lindisfarne College of Theology is pleased to offer a paid role contributing to the life of the College in the area of Student Learning Support, as the College's Learning Support Tutor.

Background

Lindisfarne College of Theology (LCT) is a Church of England non-residential theological college that has been offering part- and full-time context-based training in the North East of England since 2009. Our students are Ordinands (and Elizabeth Pathway candidates) and Lay Ministers in training in the Dioceses of Durham and Newcastle, preparing for ministry as priests, deacons, readers/licensed lay ministers, and other authorised and licensed ministerial roles. We offer undergraduate and postgraduate study programmes through the Common Awards partnership validated by Durham University. The college also welcomes applications from independent students around the region of the North East.

Student Learning Support in the Context of the College

The College has a particular strength and focus in the area of encouraging students whose experience of formal education, at any level, has not been positive. This may be because their specific learning needs have not been identified and they have concluded that they are 'not academic' or 'not bright'. It is often in the context of engaging with initial study at LCT, many years after school or college experience, that such students can be assessed for dyslexia, dyspraxia, ADHD or Autism. Students, newly diagnosed as neurodivergent, are supported by the Learning Support Tutor and other tutors as they appreciate the gains and losses involved in this awareness. We note that we also have recent history of supporting several students who are blind or who have low vision.

LCT has a strong core staff teaching team, and a good network of associate tutors who teach one or two modules for us while their main ministry and work is elsewhere. It is not always possible for such staff members to provide the focused support for Specific Learning Difficulties (SpLD) that some students need. The advertised post seeks to help meet that need.

The Post

The role of Learning Support Tutor is key to the provision of SpLD support in the College. It will involve liaising between students, staff, and resources nationally available from the Church of England. Aspects of the job description are itemised below. It is hoped that the College will in the future be able to secure funding for developing this role, but at present it is only possible to advertise it as a role that is paid hourly as and when such work arises.

SALARY	In 2025-26 this work was remunerated at £25/hour on a contract-for-service basis, with certain limits on the number of hours per student that could be given to tutoring. Normal travel expenses would be covered. The rate for 2026-27 has not yet been finalised.
HOURS OF WORK	The nature of the work involved requires flexible hours. Because the college teaching is delivered during evenings (mid-week) and weekends to meet the needs of part-time students, it is expected that some availability in early evenings, or occasionally on a Saturday, may be desirable. Specific commitments to events or teaching occasions would be negotiable.
TEACHING LOCATIONS	Cuthbert House, Stonebridge, Durham, DH1 3RY (on Wednesday evenings); Church House, St John's Terrace, North Shields, NE29 6HS (on Thursday evenings); and Ushaw Historic House, Woodland Road, Durham DH7 9RH (on occasional teaching Saturdays).
OFFICE LOCATION	There is a shared LCT office in Church House, which may be bookable on occasion, but the post is designated as 'working from home'.
ACCOUNTABLE TO	The Vice-Principal, who oversees Learning Support in the wider College context.
KEY WORKING RELATIONSHIPS	The Vice-Principal and all members of the College's Core Staff; Associate Tutors; Personal Tutors; specific staff members with designated responsibility for Learning Support for particular students.
START DATE / LENGTH	1 September 2026 (or earlier by mutual arrangement). There will be a 3-month review for the College and the appointee to review and discuss any concerns. If both parties are satisfied, then the intention is that the post is ongoing.

Key Duties and Responsibilities

- **Organisation of the SpLD provision at LCT.** This includes receiving from LCT staff (normally the Vice Principal or the Director of Studies) recommendations of students to meet; meeting (face-to-face or online) with each designated student to discuss or to seek an Educational Assessment; setting up as appropriate an agreement for making a Reasonable Adjustment (RA) between the student and the College; assessing whether the ongoing provision of a designated Learning Support Tutor would assist the student, and where this is so liaising with the Vice-Principal about how best to meet this need; assessing the case for supporting the student with technological support (such as reading software or specific hardware) and liaising over the process to secure national and/or diocesan C of E funding for such support.
- **Acting as the college's main Learning Support Tutor (LST).** It is expected that most of the students needing SpLD support at LST will be tutored by the Learning Support Tutor. The precise number of students to be tutored by the appointee, and the number to be assigned to other staff (usually on the core team), will be a matter for review in supervision, including by way of attention to budgetary constraints and specific capabilities of individual staff members.
- **Contributing to the overall College provision of Study Skills support,** in part by helping students to understand the difference between good study skills and the more particular case of SpLD support. This may involve attendance, for example, at the College's annual

Study Skills Saturday (usually in the Autumn), and other such events as may be held, and working to support core, associate and personal tutors at LCT.

- Flexibility to attend to other such relevant matters as may arise in the life of the College.

Other responsibilities

- Attendance at occasional core staff meetings (which are normally weekly). This may perhaps be expected once per term, subject to review.
- Sharing in the responsibility for establishing and maintaining the ethos of the College as a working environment that operates professionally and with respect to all, within a broad Church of England framework. This will include having appropriate safeguarding training.

What LCT will offer

- A supportive and encouraging working environment, combining specific requirements with considerable flexibility
- Opportunity to work with a motivated team, and to engage with a committed and enthusiastic student body
- Learning-support training designed to encourage the appointee's own personal and professional development, including encouragement to attend relevant conferences on learning support and neurodiversity where appropriate
- Regular line management and annual professional development review

Person Specification

Essential

- Have an understanding of the nature of Learning Support in an organisation such as LCT, and the balance required between supporting and enabling student progress in academic work
- Have an understanding of the life and academic programmes of a Church of England Theological Education Institution (TEI)
- Be able to work in sympathy with the aims and ethos of the Church of England
- Have strong interpersonal skills with an ability to work flexibly, including online, and to liaise between staff and students and their differing expectations
- Be well organised and administratively skilled, self-motivated, attentive to detail, and have good written and verbal communication, including by phone, Teams and other platforms
- Be committed to availability to flexible working; with the ability where necessary to travel to different teaching and meeting locations, including Saturday and possible evening travel

Desirable

- Have experience of church life and ministry (especially the Church of England) and understanding of church culture, including volunteer working – with a view to understanding the nature of the work that LCT students are preparing for in their churches
- Know the culture(s) of the North East

- Hold a BA degree in any subject
- Have an awareness of UK higher education practices and academic programme requirements

Application

Interested candidates may call the Principal, Rev Dr Richard Briggs, for an informal conversation about the post. To arrange please email richard.briggs@lindisfarnect.org

An application form can be requested by email: enquiries@lindisfarnect.org

The closing date for applications (by email) is **Monday 29 June 2026 by 12.00 midday.**

Interviews will provisionally be on Friday 10 July 2026. Interviews would normally be held at Church House, St John's Terrace, North Shields, NE29 6HS.