



OAK
HILL
COLLEGE



SpLD Learning
Support Tutor

Job Advert - May 2026

Oak Hill College is seeking a SpLD Learning Support Tutor. You will contribute to the development of our students by equipping those who experience difficulties with their studies with the skills they need to thrive in their learning.

Oak Hill exists to see the church flourish. Our full-time and part-time courses are designed to sustain a lifetime of faithful and joyful service in Christian ministry. We train around 100 students each year on our accredited programmes with the majority being mature students.

We are looking for someone who wants to make a difference in people's lives and learning experience. If you have the required qualifications and you want to see others thrive in their education, you could be the ideal person to join our team.

This role allows you the opportunity to work in a supportive and friendly environment, all within a beautiful parkland campus.

The Role

You will be responsible for the specialist learning support for students with Specific Learning Differences (typically dyslexia, dyspraxia, autism spectrum disorder, ADD/ADHD), in one-to-one and small group settings as appropriate. The role focuses on developing students' independent learning strategies, academic skills and confidence to enable success in higher education.

You will be responsible to the Vice-Principal (Teaching & Learning), and will liaise with the Academic Registrar.

Hours

One day per week during college term time. This is a new role, so the specific hours will need to be agreed upon, but we envisage the role to be a maximum of 30 days per year.

Location

The role is based on-site at Oak Hill College, Chase Side, London, N14 4PS, but some measure of remote working is possible.

Free on-site parking is provided, and lunch is available during term time when onsite.

Salary

£35 per hour, with a generous matched pension scheme.

We also have a life assurance scheme.

Start Date

7th September 2026 or as soon as possible thereafter.

Want to find out more?

Get in touch with Tim Ward, Vice Principal (Teaching and Learning) for an informal conversation - timw@oakhill.ac.uk.

How to Apply

If you would like to join our team, complete the application form and send it, along with your CV, to hr@oakhill.ac.uk. We would be delighted to hear from you.

Closing Date: 12 noon on Monday, 15 June 2026

Interview Date: Wednesday 1 July 2026 - but we might like to interview you sooner. Please submit your application as soon as you can, as we reserve the right to close the application deadline early and make an appointment before the closing date.

Safer Recruitment

Oak Hill College is committed to the safeguarding, care and nurture of everyone with the College community - please refer to our Safeguarding Policy, which can be found here. All appointments are made in accordance with Safer Recruitment and will be subject to appropriate pre-appointment checks, including a Disclosure and Barring Service (DBS) check.

Job Description (May 2026)

Oak Hill College will review, amend and update the Job Description from time to time in consultation with the post holder.

Job Title	SpLD Learning Support Tutor
Works Closely With	Academic Registrar, Learning Skills Coordinator, Faculty
Reports To	Vice Principal (Teaching and Learning)
Location	Oak Hill College, London and/or remote
Working Hours	One day a week during the time, for a maximum of 30 days per year

Purpose of Role

This role exists to deliver a high standard of effective specialist learning support to students with SpLDs.

Main Duties / Responsibilities

These include, but are not limited to:

Specialist Student Learning Support

- Deliver tailored study skills sessions, based on individual needs.
- Equip students with knowledge of, and support in using, assistive technology to facilitate independent learning.
- Assist students to develop their skills, as appropriate, in:
 - structuring essays and other written work
 - critical and reflective thinking and research skills
 - comprehension and note-taking
 - developing and implementing reading and proof-reading strategies

- time management and other academic-related organisational skills
- examination preparation and revision techniques
- understanding and implementing feedback from academic staff.
- Maintain timely and accurate records of all student contact to ensure student progress is monitored, in accordance with the college's GDPR policy.

Collaboration

- Liaise with the Learning Skills Coordinator to ensure that there is no duplication and that advice is consistent.
- Provide information and guidance to lecturers and tutors on issues relating to SpLDs.

Other responsibilities

- Maintain professional confidential working relationships.
- Maintain clear role boundaries
- Attend training sessions, reviews, team meetings and one-to-one meetings as required.
- Maintain necessary professional body memberships.

Person Specification

The person appointed will have:

Qualifications and Memberships

- Essential:
 - Full professional membership of at least one of PATOSS / BDA / PASSHE / Dyslexia Guild
 - A higher education degree
- Desirable
 - A Level 7 specialist qualification in the teaching of learners with SpLDs (e.g. an accredited Postgraduate Diploma or equivalent)

Experience

- Experience in the support of adult learners with SpLDs in both one-to-one and small-group settings
- Knowledge and experience of specialist assistive technologies
- Experience in handling confidential and sensitive information and a commitment to issues of confidentiality

Skills and Competencies

- Excellent inter-personal skills with both students and colleagues
- Excellent written and oral communication
- Excellent organisational skills and the ability to manage a caseload and associated administrative activities
- The ability to keep accurate and detailed records
- Excellent IT skills including Word, Excel, Google docs and sheets, databases and web services

Personal Qualities

- A positive and flexible approach
- Full sympathy with the aims, ethos and values of the College
- The ability to work both independently and collaboratively
- Commitment to our working values

Other

- The right to work in the UK

About Oak Hill

Oak Hill College is a theological college, based in North London, that offers the space, practical training, and supportive community needed for Christian leaders to thrive in ministry. Our full-time and part-time courses are designed to sustain a lifetime of faithful and joyful service.

Founded in 1932, the College offers courses from Level 4 (Foundation Award) to Level 7 (Postgraduate) validated by Durham University as part of the Common Awards Scheme.

The role will be based in the original manor house on site, which is located alongside an impressive range of facilities and accommodation in around 60 acres of gardens and parkland. The College is marked by its welcoming community, where staff and students are valued and supported.

Our Working Values

Our values shape the way we serve, how we work with one another, and what we look for in every member of our team.

All staff at Oak Hill agree to operate within this framework and use them for healthy reflective conversation.

Humble

- We choose to work with humility. We put students and sending churches at the heart of what we do, and we serve others with care, not selfishness.
- We know we don't have all the answers. We admit when we get things wrong and we are open to feedback so we can grow.
- We listen well and speak with grace, especially with one another as colleagues. We value the ideas and wisdom of others. Humility shapes how we treat people and how we do our work, following Christ's example as we support and care for others every day, together.

Collaborative

- We work together with openness and a shared purpose. Collaboration is not just about getting tasks done – it's how we build trust, grow community, and make a real difference.
- We work across teams with respect and curiosity. We believe different ideas make us stronger.
- We support each other, share credit, and put team success before personal success.

Trustworthy

- Being trustworthy means doing our work with honesty and care. We take responsibility for what we do and aim for high quality in everything.
- We communicate clearly and honestly. We are open about what we can and can't do, so there is trust and understanding.
- We keep our promises and follow through on what we say. We do this with care for each other and the wider college community. Trust is the foundation of our shared mission.

Innovative

- We respond to a changing world with creativity and courage. We look for better ways to serve our mission.
- We test ideas, learn as we go, and adapt when needed. We invite feedback early so we can develop thinking together.
- We are not afraid to take wise risks. When things don't work, we learn from them and keep moving forward, trusting God at work among us.

Gracious

- We show grace because we each have received grace from God. We bring joy, gratitude, and kindness into our work and relationships.
- We speak honestly, even in hard conversations, but always with respect, humility, and care.
- We are for one another. We serve with generosity and help build a strong, supportive community.