Student Success Tutor
London College of Contemporary Arts (LCCA) - Student Services

Location: London (Tower Hill & Aldgate)
Working Model: On-site
Contract: Full-time, Permanent

This is a full-time position on one of the below working patterns:

- **Tuesday to Saturday (either 9am-6pm or 11am to 8pm)**
- **Sunday to Thursday (either 9am-6pm or 11am to 8pm)**
  ***Note, weekend hours finish at 6pm*.**

Help Students Succeed in Higher Education

Are you passionate about supporting students to achieve their academic potential and build successful futures?

London College of Contemporary Arts (LCCA) is seeking **Student Success Tutors** with experience in Business, Management, Hospitality or Fashion to join our growing Student Services team. Due to continued growth, we have **multiple vacancies** across our London campuses.

This is an exciting opportunity for lecturers, tutors and teaching professionals with experience in Higher or Further Education who want to make a meaningful difference to students' lives.

About the role
As a Student Success Tutor, you will play a key role in supporting student engagement, academic achievement, retention and progression.

Through personalised academic support, coaching and guidance, you will help students overcome barriers, develop confidence and achieve their academic and career goals.

You will work proactively with students to identify challenges, develop action plans and provide ongoing support throughout their studies.

About LCCA
At LCCA, we believe education should go beyond the classroom. Our teaching philosophy blends academic theory with real-world experience to ensure our students are career-ready and confident in their abilities. LCCA is part of Global University Systems (GUS), an international network of higher education institutions.

Key Responsibilities

- Deliver 1:1 and group academic support to help students understand course material, develop skills, and achieve success.

- Act as a personal academic tutor, building strong relationships to create individual support and development plans.
- Identify students who may require additional support and implement early intervention strategies.
- Develop and review personalised student action plans and SMART goals.
- Provide academic skills support, including study skills, time management, assessment preparation and organisation.
- Collaborate with wellbeing, careers, and academic teams to connect students to relevant resources.
- Contribute to initiatives that enhance the student experience and student success.
- Provide ad-hoc classroom cover using pre-prepared teaching materials to ensure continuity of learning.
- Maintain accurate records of student interactions, plans, and outcomes to support continuous improvement.
- Promote an inclusive learning environment that respects and celebrates diverse backgrounds.

About You

Essential Requirements

- Minimum 2 years' teaching experience in Higher or Further Education
    - Within a relevant subject specialism (Business, Management, Fashion, Hospitality)
    - Teaching experience can be in a classroom and/or one-to-one environment
- Bachelor's degree in a relevant discipline (e.g. Business, Management, Fashion, Hospitality)
- Teaching, coaching or guidance qualification (PGCert, PGCE, Level 5 DET, Level 4 or 5 Coaching/IAG)

- Strong communication, problem-solving, and organisational skills.
- Proficiency with learning management systems and student support tools.
- Cultural competence and a commitment to inclusive education and widening participation.
- A student-first attitude

Desirable Requirements

- Master’s degree in a relevant discipline (e.g., Business, Management, Fashion, or Hospitality).
- Experience managing a caseload of students, including student mentoring, academic support, or guidance.

Why Join LCCA?

- Join a growing Higher Education provider with multiple opportunities available.
- Make a genuine impact on student success, confidence and career progression.
- Work within a diverse, collaborative and inclusive community.
- Build a rewarding career within Higher Education.

- Help shape the future of contemporary education in London.

What we offer

- 20 days annual leave, plus bank holidays
- Pension scheme with 3% employer contribution (5% employee contribution)
- Season Ticket Loan (T&Cs apply)
- Vision Express Eye Care Vouchers
- Staff discounts at a wide range of retailers via My Rewards Hub, including fashion, groceries, travel, dining and electronics
- Refer a friend scheme for staff members (T&Cs apply).
- Social events on campus and through GUS Social Committee
- Professional development opportunities, including training and career progression pathways.
- Employee wellbeing programmes and access to counselling services.

How to apply

Click 'Apply' to submit your CV. We review applications on a rolling basis and may close this vacancy early, so we encourage you to apply as soon as possible.

We are committed to ensuring our workforce is reflective of our diverse student population, striving to increase the representation of age, disability, gender identity and expression, religion, race, sex, sexual orientation, and socio-economic background of our employees.

We're also committed to providing adjustments to those who may require support with the recruitment process - please contact the LCCA Talent Acquisition Team collegedivisionrecruitment@gus.global

For this opportunity, you must be able to prove you have the right to work in the UK. Please note we are unable to offer visa sponsorship for this role.