

Job Description

Personal Progress Tutor

Background: Personal Progress Tutors will be responsible for around 10 tutor groups of 24 students. They will meet with each group for an hour a week to deliver the tutorial programme. There will be an allocation of time each week to carry out absence phone calls and other tutorial responsibilities, along with time to deliver one-to-one personal tutorial meetings with students to monitor progress. Remaining hours will be used to support vocational tutors with absence calls.

Contract: 33 hours a week; Term Time Only

Responsible for:

- Delivery of tutorial materials to allocated groups of students.
- Monitoring attendance and following up absence with students and their parents/carers in a timely manner.
- Monitoring performance and ensuring students focus on achieving their target grades.
- Supporting students with progression, including writing UCAS and employment references.

Key responsibilities

- To plan and deliver group and one-to-one tutorials for allocated tutees.
- Follow the tutorial programme, ensuring personalised high quality delivery of the learning materials provided. Tutors will be expected to adapt materials to align to their assigned curriculum area and the needs of student groups.
- To monitor attendance closely and follow up absences within 24 hours, working to ensure high attendance rates in your tutees. Record contact on the REMS system.
- To work closely with students and identify reasons for underperformance (attendance, achievement, and progression) and implement strategies which support personal development and remove barriers to learning. This may include arranging and attending Fitness to Study meetings.
- To work and communicate effectively with the curriculum team, support departments, parents/carers and external agencies to help facilitate necessary support interventions for students.
- To set high expectations for students at all times to help prepare them for their next steps.
- To offer high quality pastoral support and guidance for any academic and personal issues which students may encounter.
- To prepare students for progression, both HE and employment, and develop their skills to overcome barriers to achieving a high quality progression route, including encouraging students to undertake work experience.

- To support students with UCAS applications, writing UCAS references as required.
- Hold a key responsibility for the safeguarding of the students in your tutor groups.
- Maintain accurate and appropriate records, including destination data, using systems (REMS & CPOMS) to record all contact with students and their parents/carers.
- To encourage involvement in wider College life, including student voice activities, and regular participation in enrichment opportunities.
- To carry out invigilation as required, including during the main exam period in the summer term when examination students are on study leave.
- To take part in new the new student interview process and enrolment as required either as an interviewer or a support role.

General

- Contribute to achieving the college vision, mission, and strategic objectives.
- Support the College values and demonstrate these in all aspects of your work.
- Follow College policy in the management of Health and Safety in all aspects of your work, including a pro-active approach to Risk Assessment for all your duties.
- Ensure the safeguarding and protection of students within the College by ensuring effective implementation of the Child Protection and Safeguarding policy and procedures.
- Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities. This includes training as required to maintain up to date knowledge of legislation and best practice.
- Follow good practice and College policy in all aspects of the work and in the management of staff and resources. The post-holder will show an awareness of, and compliance with, all College policies and procedures, but particularly those relating to Staff Conduct, Data Protection, Health & Safety and Equal Opportunities.
- Undertake any reasonable task at the request of the Principal or designated Deputy.

This job description will be reviewed on a regular basis and can be amended at the discretion of management.

December 2022