|  |
| --- |
| **Job title:** Personal Tutor**Reporting to:** Curriculum Manager**Based:** The Joseph Wright Centre, Derby |
| **Hours** 37 hours per week, 52 weeks per year. **Contract Type** Support/Delivery**Holidays** 20 per year subject to service increases (5 days increase after 5 years); plus 6 College closure days where applicable and 8 statutory days per year**Salary** £25,167 per annum |
| **Job Purpose**Personal Tutors play a leading role in ensuring that their caseload of students have the appropriate support to help them succeed on their courses. Key responsibilities are:* To monitor and instigate attendance improvement for their tutees
* Active monitoring of students’ progress on their courses
* Target setting and monitoring individual learning plans (ILPs)
* Preparing students for progression within and from the College
* Further development of our relationships with parents and carers
* Swift referrals to internal support teams
* Positive and creative delivery of the group tutorial entitlement
* To conduct timely 1:1s to their tutees
* To manage their tutees into positive and meaningful destinations
 |
| **Key Responsibilities*** To deliver a planned programme of individual and group tutorials which meets the tutorial entitlement for a diverse range of levels and abilities (ranges from Level 1 to Level 3 delivery).
* To develop effective professional and positive relationships with students.
* To oversee a caseload of students and their programmes to ensure successful completion of their studies.
* Work with students to ensure they understand their target grade(s), to set goals for the year, to review in-year progress and plan academic support where necessary.
* To develop and agree individual learning plans, identify goals and review these goals within a succinct timeframe.
* Work flexibly with students as needed to track and monitor progress and achievement, initiating specific interventions to encourage student engagement and active participation in learning and assessment.
* Complete progress logs in a timely manner in readiness for parents’ events and student reviews.
* To refer to Pastoral Coaches for specialist pastoral support and advice if required.
* The focus of individual tutorials will be on the student’s academic progress. While personal issues may arise in the discussion – particularly if they are getting in the way of learning – tutors must be mindful of professional boundaries and avoid taking on a counselling role and utilise the internal referral processes.
* To support students in preparing to progress into positive destinations - higher education, employment or other progression opportunities - collect destinations data.
* In collaboration with the link Pastoral Coach organise parent/carer reviews as a method of intervention.
* Celebrate good news with students, parents and carers.
* To support teachers in monitoring and recording of behaviour. To support students in maintaining focus and motivation throughout their programme and assist positive behaviour management.
* To support and ensure all students UCAS applications are timely, references are submitted ensuring the student is represented at their best through support and skills development delivered sessions.
* Develop, encourage and assist in the development of clubs and societies and take administrative responsibility to capture student engagement and enable all students to participate.
* To lead on the collection and compilation of student data such as Learner Voice and destination data.
* To attend where required events such as Parents’ Evenings and Open Evenings and marketing events including School liaison visits, external events and taster visits.
 |
| **Skills, Knowledge and Experience** **Essential*** Substantial knowledge and experience of the range of tutoring, and student tracking methods needed to ensure stimulating learning experiences
* Substantial experience and knowledge of delivering pastoral advice and guidance services
* Experience of working in an FE environment, particularly with students aged 16 to 19 years
* Ability to motivate students to maximise their potential
* Willingness to deliver highly engaging and thematical tutorial sessions, adapting resources and session to meet the careers aspirations of students linked to their intended destinations
* Total commitment in delivering an outstanding learning experience to students
 |
| **Qualifications****Essential*** Level 3 Award in Education and Training (or willing to work towards)
* Level 2 or equivalent in English and maths
* Level 2 or equivalent in ICT
* Level 3 or equivalent in a relatable subject area
 |

PRINT NAME (IN CAPITALS): SC Name 3

SIGNATURE: SC Signature 3 DATE: