|  |
| --- |
| **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: