**PERSONAL TUTOR JOB DESCRIPTION**

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| **Job Title** | Personal Tutor |
| **Salary Scale/Grade** | Band 5 Scale point 9 |
| **Department** | Student Experience |
| **Responsible to** | - |
| **Date of Job Description** | June 2022 |
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| **Purpose**  The purpose of the Personal Tutor is to work with a cohort of assigned students to ensure that each individual receives effective pastoral support and that they make significant progress on their courses/study programme and achieve their learning goals leading to sustained destinations. | |
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| **Main Duties and Responsibilities:**   * Act as a Personal Tutor to a cohort of students providing effective support and challenge through all stages of the learning journey * Support students with change of course/study programme * Contribute to and deliver the weekly tutor sessions to each tutor group, following the College’s Personal Development Programme * Run and oversee weekly Directed Study/Coursework support sessions with each tutor group and utilise the time to carry out 1:1s on a continuous cycle * Monitor progress of each student in allocated cohort using the ILP and Progress and Monitoring Points, paying particular attention to any gaps in relation to those in receipt of bursary, free college meals etc * Monitor attendance data of each student in tutorial cohort and ensure that attendance issues are challenged * Use the ILP to conduct effective 1:1s with students to support them with their attendance, progress and ensuring that they are reviewing and working to targets set by staff * Liaise with teaching/lecturing staff proactively to ensure that any issues surrounding student progress is addressed * Liaise with parents/carers in relation to issues impacting on student progress and achievement * Liaise with the Work Experience team to ensure that students are on track to completing their hours and logging these in a timely way * Support students, where applicable with their progress on Work Experience/Industry Placements * Provide initial health and wellbeing support for students, ensuring effective referrals to the health and wellbeing team * Provide initial safeguarding support for students, ensuring effective referrals to the safeguarding team * Where applicable, liaise with the health and wellbeing and safeguarding team to support ‘closing the loop’ and feeding back to staff when referrals have been raised * Attend Faculty meetings to discuss progress of students and actions required to support * Liaise with other departments across the college when sourcing support for students, for example learning support, E6 etc * Provide Information, Advice and Guidance to students to support their retention and progression * Support students with their progression and next steps, for example through apprenticeship applications, CVs, job applications and the UCAS process where applicable * Write and produce references for students and UCAS references where applicable * Attend Parent/Consultation evenings and hold meetings with parents/carers * Contribute to the School Liaison programme   **Quality, Standards and Compliance:**  Continuous Improvement.   * To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements * To attend and participate in monthly team meetings * To work as part of the team to create an inspiring environment with an open communication culture * To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental, and inclusive team culture.   Personal Development   * Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College’s aims. * Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * Work within the security guidelines and any relevant codes of practice and rules laid down by the College. * Complies with the College’s Code of Conduct for employees and any regulations which apply to the role/work area   Diversity and Inclusion and College values   * It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity, diversity and inclusion and College values   Safeguarding and PREVENT Responsibilities   * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children   Data Protection and Confidentiality   * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to Data Protection and confidentiality   Health & Safety   * The post holder will undertake their duties in full accordance with the College’s Health and Safety policies, procedures and risk assessments * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare   Additional Duties   * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. | |
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| **GENERAL:**  The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder’s Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed. | |

**PERSONAL TUTOR PERSON SPECIFICATION**

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| **Job Title** | Personal Tutor |
| **Salary Scale/Grade** | Band 6 Scale Point 9 |

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| **Criteria** | **Description** | **Essential Desirable**  **(E/D)** | **Assessed By Application Interview Test** |
| Education & Qualifications | A good standard of basic education (Maths and English GCSE pass or equivalent) | E | A/T |
| 2 to 3 A Level passes or equivalent in a relevant subject | E | A |
| Level 2 IAG/Safeguarding Training or willingness to undertake these | E | A |
| Evidence of continual CPD | E | A |
| Experience | Working in a post 16 educational setting | E | A/I |
| Working with 16–18-year-olds in a group and 1:1 setting | E | A/I |
| Experience of working with 19+/Adults | D | A/I |
| Experience of delivering sessions in an education or training setting | D |  |
| Skills, knowledge, and competencies | The ability to support young people | E | A/I/T |
| The ability to deal with challenging behaviour/situations in a calm and professional manner | E | A/I/T |
| Competent user of IT and packages, e.g Microsoft Teams, Google Drive, excel/sheets | E | A/I/T |
| Ability to liaise with internal and external stakeholders | E | A/I/T |
| Ability to manage own workload and multitask | E | A/I/T |
| Personal characteristics | Approachable | E | A/I |
| Empathetic and supportive | E | A/I |
| Ability to be supportive and provide a balance of challenge | E | A/I |
| Team player | E | A/I |
| Professional approach to work and appearance | E | A/I |
| Commitment to excellence and quality | E | A/I |
| Other | A commitment to safeguarding and the wellbeing of learners | E | A/I |
| This post is subject to an enhanced Disclosure and Barring Service check. | E | A/I |

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.