

JOB DESCRIPTION

Post Title: Specialist Personal Tutor

Responsible to: Head of Studies

Purpose of the Role

The post-holder will be expected to:

- Deliver a comprehensive tutorial programme and act as the central contact with a view to enhancing attendance, behaviour, skills and achievement. You will also support students by identifying progression routes, employability opportunities and escalating any welfare concerns.

Duties

1. Working closely with a curriculum team, you will act as a Specialist Personal Tutor, providing advice and guidance in pastoral and welfare matters to assigned students in line with College procedures
2. To develop and deliver bespoke tutorial sessions which embed best practice and focus on developing the student experience and the Careers Strategy.
3. To assess and record students' progress systematically using the recognised College systems, and to use Pro-monitor tracking to identify areas of support so that students can achieve their academic potential
4. To actively respond to strengths or areas for development from students' assessment results and to use this information to incorporate strategies to improve student performance and success rates whilst enhancing the learning experience
5. To provide accurate and regular feedback on student progress and outcomes to managers and students and to use this information to continuously improve teaching and learning
6. To monitor and manage student attendance and promote positive behaviour for learning, following college procedures for any unacceptable behaviour
7. To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process
8. To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities
9. To undergo continuous professional development as appropriate and directed

10. To assist in the implementation of pastoral and welfare systems for students, including induction, recording achievements and action planning
11. To liaise with Heads of Studies, Heads of Department, Course Leaders and Student Services teams to ensure the learner attends College and appropriate support is put in place if required.
12. To liaise with Head of Studies and Curriculum teams to proactively manage strategies for improvement and subsequent actions for learners whose attendance is less than 90%.
13. To signpost and refer learners to external agencies.
14. To contribute to the safeguarding of learners.
15. To mentor and support learners to enhance their opportunity of success, especially those involving attendance, disciplinary and punctuality issues.
16. To enter statistical data and management information relevant to the role.
17. To collate, organise and use information within the area and support the Head of Studies using a range of MIS in reporting impact on outcomes.
18. To contribute to Open Evenings and other school liaison activities to promote your subject area and enthuse students to come to Wigan and Leigh College
19. To undertake any appropriate duties as directed by the line manager or Head of Department

Corporate Responsibilities

1. To share and demonstrate the values of the College.
2. To adhere to all College regulations including financial regulations.
3. To participate in all continuous and professional development.
4. To ensure compliance with the Data Protection Act and freedom of Information Act.
5. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.
6. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.

Required Qualifications

- GCSE maths and English grade C qualifications or recognised equivalent to be attained within the probationary period
- Qualified to L3 standard or Degree

Knowledge

- Relevant and current knowledge of tutorial practices and standards both academic and pastoral
- Knowledge and understanding of excellent teaching, learning and assessment practices and quality assurance
- Up-to-date and general awareness of Equality & Diversity and Safeguarding practice within an educational setting

Competencies

- Effective communication skills and able to work flexibly as part of the College team
- ICT competent/e-learning/ILT
- Proficient in problem solving and conflict management skills
- Must be a strong communicator both written and verbally
- Able to act as a pastoral tutor
- Able to work with individuals from a wide range of diverse backgrounds
- Ensure all policies are implemented
- Positive, friendly, well organised and able to motivate others
- Student Centred and logical approach when planning, tracking and interacting with curriculum staff
- Undertake admin work, maintaining records, monitoring, reviews and evaluations in line with quality standards

The post holder will be expected to undertake other tasks/duties as directed by the Head of Department are commensurate with the expected responsibilities of the role.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The Job Description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at www.gov.uk