

Job Summary for Progress Tutors

3 x Full-time (0.85 fte) & 2 x Full-time fixed-term mat cover to June 2022 (0.85)



Team: College Tutor Team
Salary: Starting salary: £27,495.00 with progression up to £32,075.00 per (pro-rata £23,370.75 to £27,263.75) Grade 5 to 6, spine points 11 to 17

Job Summary

Newham Sixth Form College (NewVIC) is London's largest sixth form college. It is a vibrant centre for sixth form education with the great majority of students coming from our local schools in Newham.

NewVIC's mission: Enhancing lives through excellent education and learning.

NewVIC's vision: The first choice college for enhancing the lives of students in partnership with parents, employers and community.

OUR VALUES AND BEHAVIOURS: ENRICH



EMPOWERMENT

- Demonstrate trust
- Support self-improvement
- Recognise and reward
- Encourage autonomy

EMPATHY

- Listen and listen again
- Recognise perceived differences without judgement
- Respect confidentiality
- Show kindness

RESPECT

- Be inclusive and considerate of all
- Celebrate achievements, effort and diversity
- Be trustworthy, open and reliable
- Challenge inappropriate behaviour



INTEGRITY

- Say what you do and do what you say
- Communicate openly, honestly and clearly
- Take responsibility for own actions and behaviour
- Demonstrate commitment to college values

INNOVATION

- Take calculated risks
- Share and learn from others
- Lead and implement Change
- Explore technology and new ideas



COURAGE

- Never give up
- Demonstrate a can-do attitude
- Be self-evaluative and reflective
- Step forward when others do not
- Challenge effectively and respectfully



HIGH STANDARDS

- Promote positive behaviours
- Always strive to improve
- Be supportive and challenging
- Give your best
- Demonstrate drive and energy

NewVIC's mission is enhancing lives through excellent education and learning and we want to ensure our students develop into resilient adults who are able to manage their safety and wellbeing. Student services and support are at the forefront of the student experience and NewVIC has an excellent reputation for student support. At our recent Ofsted inspection Personal Development, Behaviour and Welfare was judged to be Outstanding (December 2018).

The college has vacancies for 2 term-time only progress tutors to join our College Tutor Team. To work as a tutor at NewVIC you will be committed to student retention and wellbeing. You will work well with 16-19 year olds and contribute to a student-centred environment. You will have a genuine interest in young people and how they become resilient adults.

Tutors are responsible for supporting students to realise their academic and personal potential. The tutor's role is key: they challenge students on their progress, attendance and work rate, as well as providing clear advice and support to ensure students get the best from their time at College. Tutors also monitor performance and build self-esteem and confidence through a rapport based on trust, honesty and respect. Tutors track

and monitor attendance and punctuality and implement the College's learning and behaviour policy to help students meet NewVIC's expectations and succeed.

Moreover, tutors also help students to become informed, independent learners and support them in completing applications for university and training.

All students are assigned a tutor with whom they have group tutorials and individual progress reviews.

Students learn how to review their own progress and set SMART targets to improve; how to research careers and work towards their next steps; how to keep themselves safe and make safe choices; what British values are and what these mean for them at college and living in the UK; an understanding of equality and diversity.

In addition to the tutorial programme students have access to an impressively wide range of extra-curricular enrichment experiences aimed at developing students' future employability skills. Tutors also contribute to this enrichment programme by delivering at least one enrichment activity.

Progress Tutors should be self-motivated and organised, with a flexible approach and the ability to multi-task. Excellent written English is essential to the role as is the ability to deliver group sessions, one-to-one support and enrichment activities. They are also expected to play an active role in the development of tutoring across the college and to participate in training to help them develop their skills and help them become more expert.

Tutors will be managed by the Tutorial Manager and usually specialise in one or two areas. They tutor across at least two levels. We currently have a particular need for tutors to work in Foundation Learning at level 1 and 2 as well as vacancies for level 2 and 3.

Closing date: 12 noon on Tuesday 18 January 2022

Vacancy ID: OP/14

Application process: Candidates are longlisted on the basis of their written application and the extent to which they meet the standard criteria. You are advised to ensure that you use your supporting statement to indicate the extent to which you meet each of the criteria in the person specification below.

The selection day usually starts with a briefing on the post and the college. You may also be asked to complete a short written activity, take part in an observed group activity and/or make a presentation to the panel.

Following these activities the selection panel decides which candidates to take through to interview, usually on the afternoon of the same day.

Application Form: For further details, or for an application pack, please visit <https://www.newvic.ac.uk/jobs> or email jobs@newvic.ac.uk

Job Description Progress Tutors

Reports to: Tutor Manager

Main Purpose/ Main Activities:

1. acting as personal tutor to a caseload of approximately 150-180 students according to College needs and tutoring across at least two levels, to ensure students' retention and wellbeing.
2. tracking, monitoring and documenting on a daily basis attendance, punctuality and discipline issues and students 'at risk' of non-completion of their course; ensuring appropriate and prompt action is taken in line with college procedures to improve these where a concern; maintaining up-to-date records on student tracking software
3. holding regular 1-1s with tutees as scheduled in the tutorial programme and additional 1-1s as needs arise
4. delivering the tutorial programme and related activities in the tutorial curriculum such as workshops and assemblies as directed by the line manager
5. writing reports as required and liaising with parents/guardians, contacting them regularly to chase issues such as attendance, punctuality, etc. and holding meetings as in the student disciplinary policy.
6. attending and actively participating in at risk evenings, parents' evenings, induction, interviews, open days and all college-related events - internal and external
7. helping ensure students' pastoral needs are met; that students are referred to appropriate support staff within the college and appropriate external agencies.
8. supporting the most vulnerable students (looked after learners, care leavers, young carers and students with SEND) including participating in Personal Education Plan meetings and Annual Reviews.
9. ensuring all students receive an induction to the college and college services
10. advising and supporting students through all stages of their applications to university
11. supporting student progression to university, training and employment including the writing of references (current and ex-students) and making referrals to careers advisers
12. working with the Tutorial Manager to develop the tutorial programme and curriculum
13. participating in tutor team meetings and training as required
14. providing appropriate advice and guidance to incoming students and interviewing applicants
15. liaison with subject teachers, programme areas and managers including attendance at appropriate programme team meetings
16. supporting students in taking up opportunities from the wide range of enrichment opportunities available including the Honours Programme
17. running at least one weekly enrichment activity for students
18. exam invigilating as the need arises
19. providing cross-college cover in the absence of other Progress Tutors, covering tutorials or other activities as directed by the line manager
20. carrying out administrative and organisational tasks related to the duties described above

Please note that the post holder will be expected to carry out other duties which may arise from time to time and which may reasonably be expected to fall within the

grading of the post.



You are advised to use your supporting statement to indicate the extent to which you meet each of these criteria.

Method of Assessment key - A – application form, T – Task, I - interview

Experience	Essential	Desirable	Method of assessment
1. Experience of supporting student learning	X		A, I
2. Experience of managing resources		X	A, I
Knowledge			
3. Knowledge of academic skills development	X		A, T, I
4. Knowledge of pastoral issues affecting young people	X		A, T, I
5. Knowledge of safeguarding and health and safety	X		A, I
Skills and abilities			
6. Ability to support and supervise young people	X		A, I
7. Ability to work as a member of a team	X		I
8. Ability to use IT systems	X		A, T
9. Written and oral communication to a high standard	X		A, T
Attitudes:			
10. Commitment to NewVIC values	X		A, I
11. Commitment to high quality post-16 education and training	X		A, I
12. Commitment to equality and diversity	X		A, I
Qualifications:			
13. Educated to degree level or with significant relevant experience	X		A
14. A grade C or higher in English and Maths GCSE (or equivalent)	X		A
15. Qualifications and/or relevant experience in a specialist programme area		X	A, I

Other information

Health and Safety - all employees must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. Employees are also required to comply with the college's Health and Safety Policies and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Where the college has a statutory duty with regard to health and safety employees are required to co-operate with the college and its managers and officers so far as is necessary to enable the college to meet that duty. This includes using equipment in accordance with training and instruction and the reporting of serious dangers to your own or others' safety.

Equality – the post holder must be committed to the college's Equality and Diversity Policy and advancing equality through our Equality Objectives.

Performance – the post holder will be required to participate in performance reviews and undertake a plan of training where necessary.

Confirmation of appointment is subject to a satisfactory 10-month probation period.

The post holder will be required to adhere to College policies and procedures.

In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with potholder's level, wherever they may be, to achieve the objectives of the College.

This post is based at Prince Regent Lane but the post holder may be required to move their base to any other location within the college at a future date.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

The post holder will be required to undertake a disclosure and Barring Service check. Criminal convictions will only be taken into account when they are relevant to the post.

Further Information

- The college operates a smoke-free policy and the post-holder is prohibited from smoking in any of the college's buildings, enclosed spaces within the buildings, and college vehicles. Staff will not be released for a break that is specifically for smoking.
- NewVic supports the professional development of its staff. The strong team culture in the college provides a stimulating environment in which to develop your skills. Development needs are discussed during the appraisal process and there is a generous budget for staff development requests that support team and college objectives.

This post is eligible for membership of the Local Government Pension Scheme.

- Useful websites:

NewVIC

www.newvic.ac.uk

The college's own website.

Newham Council

www.newham.gov.uk

The website of Newham Council.

www.london.gov.uk

The website for the Government Office for London.

The 2018 Ofsted inspection report on NewVIC

www.newvic.ac.uk/statutory-information