

## **JOB DESCRIPTION**

**Job Title:** Personal Achievement Tutor

**Reports to:** Student Achievement & Wellbeing Manager

### **Overall Responsibilities:**

To maximise student success through the delivery of the tutorial entitlement to a specified student caseload, including personal, study and progression support through:

- a programme of individual academic (1:1) tutorials
- a planned group tutorial curriculum which meets the required outcomes for learners.

### **Main Duties:**

1. To develop a tutorial scheme of work to include individual and group tutorials, in line with the tutorial entitlement
2. To develop effective professional relationships with students and teaching staff, working within the College's professional boundaries policy
3. To collect information from subject teachers in relation to student progress to inform individual tutorials, and ensure tracking information is kept up to date and targets are reviewed regularly with students
4. To deliver individual academic tutorials in order to monitor student progress, set and review SMART targets and target grades, identify any issues and agree appropriate action plans to ensure/improve achievement and motivation
5. To support all learners to ensure attendance, retention, attainment, achievement and progression targets
6. To provide pastoral support to students and refer to Student Services or Additional Support for specialist help and advice if required
7. To monitor attendance, punctuality and performance, identify "at risk" students and provide appropriate support including motivational interviews as required
8. To support students to become independent learners through development of study skills
9. To ensure that parents/carers and external agencies are kept informed of learner issues and of any concerns and are systematically involved in monitoring towards improvement.
10. Actively promote the College safeguarding agenda and act as a point of support for learners.
11. To deal with issues of student misconduct or academic neglect in liaison with the curriculum staff and Heads

12. To produce regular reports on student progress and communicate with parents/carers as appropriate
13. To deliver a programme of group tutorials to meet the Ofsted EIF outcomes for behaviour and attitudes and personal development, with support from Student Services and/or external speakers where appropriate, and by accessing cross-College activity
14. To work with curriculum staff to deliver a comprehensive and effective student induction which supports students in making the transition to College
15. To support students in preparing to progress into positive destinations - higher education, employment or other progression opportunities - collect destinations data and provide/co-ordinate references
16. To support the curriculum staff in delivering the agreed admissions process for the programme area
17. To take part in marketing and promotion activities including Open Days, parents' evenings and taster events
18. To participate in and contribute effectively to tutor meetings and course team meetings
19. To develop an excellent working knowledge of the programme area curriculum
20. To abide by College policies and procedures, in particular in relation to promoting and safeguarding the wellbeing of students and maintaining professional boundaries
21. To undertake training including qualifications appropriate to the tutor role

#### **Statutory duties:**

- **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

- **Equality and Diversity:**

To be responsible for promoting equality and diversity in line with College procedures.

- **Health and Safety:**

To be responsible for following health and safety requirements in line with College policy and procedures.

- **Training and development:**

To participate proactively in training and development including qualification development required in the job role.

#### **Other duties:**

- Any other duties as determined by the Student Achievement & Wellbeing Manager

## PERSON SPECIFICATION

### Job Title: Personal Achievement Tutor

	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• A Levels or equivalent qualification in relevant subject</li> <li>• English and Maths or similar at GCSE grade A-C or equivalent</li> <li>• Willingness to work towards an advice and guidance and/or teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent professional qualification</li> <li>• Training/qualifications in advice and/or guidance</li> <li>• Training/qualifications in teaching</li> <li>• Safeguarding training</li> <li>• Equality and diversity training</li> <li>• ECDL or ITQ Level 2 or equivalent</li> </ul>
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a further education or related setting</li> <li>• Experience of working in a student support or related role</li> <li>• Experience of providing advice, guidance and/or education to young people and/or adults</li> <li>• Experience of working as a member of a team</li> <li>• Experience of delivering group sessions</li> <li>• Experience of using Microsoft Office applications</li> <li>• Knowledge of post-16 education opportunities</li> <li>• Knowledge of current developments and issues in further and higher education</li> <li>• Awareness of, and empathy with, the needs of students</li> <li>• Knowledge of safeguarding, equality and diversity issues in education</li> <li>• Experience of using IT systems</li> <li>• Knowledge of issues relating to confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering staff training</li> <li>• Experience of developing and/or using manual and IT based recording/tracking systems</li> <li>• Knowledge of relevant equalities and safeguarding legislation</li> <li>• Knowledge and/or experience of aspects of the tutorial curriculum and outcomes for learners, including personal social development, study skills, career learning and employability</li> <li>• Experience of working effectively in a customer focussed environment</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively with students both one-to-one and in groups</li> <li>• Ability to deliver and/or facilitate aspects of the tutorial curriculum</li> <li>• Ability to communicate effectively in person, on the telephone and in writing with students, staff, parents and external agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyse and present complex data</li> <li>• Ability to work in a changing environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and professional boundaries with children and young people</li> <li>• Ability to work in a changing environment</li> <li>• Excellent organisation skills and ability to prioritise own workload</li> <li>• Excellent IT, administrative and record-keeping skills</li> <li>• Ability to work with a diverse student group</li> <li>• Ability to work effectively with teaching and support staff across college to identify and meet the learning and welfare needs of students, including making appropriate referrals</li> <li>• Ability to work on own initiative</li> <li>• Ability to work in line with our Values of Student Focus High Performance Respect, Openness, Honesty and explain how this relates to the job role</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Ability to provide a consistently high quality learning experience for all students</li> <li>• Ability to demonstrate consistently high levels of job performance</li> <li>• Ability to contribute to the provision of a welcoming and supportive environment for students/trainees</li> <li>• Ability to make a positive contribution to the team, valuing colleagues' particular professional expertise and respecting other members of the team as individuals</li> <li>• Ability to carry out College business as appropriate at all times and promote the College's good reputation within the community</li> </ul>	
<p><b>Special requirements</b></p>	<ul style="list-style-type: none"> <li>• Flexible approach to work and working times including ability to work occasional evenings and requirement to work five days a week</li> <li>• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li> </ul>	<ul style="list-style-type: none"> <li>• Access to own transport</li> </ul>

	<ul style="list-style-type: none"><li>• Willingness continuously to update skills and knowledge</li><li>• Willingness to travel to and work at all locations where we provide a service</li><li>• Awareness of health and safety requirements relevant to the job</li></ul>	
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