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## Job Description for Senior Progress Tutor

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<b>Responsible to:</b>	Pastoral Manager/Lead Senior Progress Tutor/Assistant Principal
<b>Responsible for:</b>	Progress Tutors
<b>Based at:</b>	New College Pontefract

New College Pontefract is inviting applications for the post of Senior Progress Tutor. This is an exciting opportunity to further enhance the college's student support provision.

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### OVERALL PURPOSE OF THE POST

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- The role will involve leading a team of Progress Tutors in the delivery of high quality pastoral provision supporting target grade achievements for all students under your guidance, and the achievement of whole college targets.
- The role will require you to establish a distinct team culture for both Progress Tutors and students of ambition, success, perseverance and diligence.
- To support the development of wellbeing support and services in college for students.

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### MAIN DUTIES

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#### Senior Progress Tutor:

- To lead, motivate, support and challenge a small cohort of Progress Tutors in the provision of high quality support for student achievement, attendance, retention, progression, wellbeing and personal development.
- To ensure timely, consistent, effective and appropriate interventions are employed by Progress Tutors in support of student performance in line with college/Trust policies and procedures.
- Ensure tutor compliance with all quality standards relevant to the pastoral systems and address any tutor under-performance.
- Ensure your cohort of Progress Tutors implement the Trust Behaviour and Attendance Policy and work alongside them and subject staff in supporting students who are at Stage 3 of the college formal intervention procedures.
- To monitor and implement interventions for all students who are at Stage 4 of the college formal intervention procedures.
- Monitor, quality assure and track the interventions of Progress Tutors and their assigned students in relation to achievement, attendance, retention, progression and wellbeing.
- To report to and provide regular updates to your line manager on both the performance of the Progress Tutors and students under your guidance.
- To refer students up to the Senior Leadership Team who require Stage 5 and above interventions.
- To work proactively to drive up success rates using an integrated, multi-agency approach to student support and guidance.
- To authorise student course changes including students engaging in reduced programmes of study and withdrawal from college.

- To report on and attend fortnightly meetings with your line manager.

### **Progress Tutor:**

A part of your Senior Progress Tutor role will be as a Progress Tutor to a reduced number of your own tutor groups, undertaking the following tasks.

#### General

- Take responsibility for all administrative duties associated with your tutor groups.
- To work with all stakeholders, eg, students, parents, subject staff, Heads of Schools, Senior Progress Tutors, to provide the necessary interventions and support.
- Attend all college events, evening meetings and CPD as required.
- Operate as part of the college IAG and interview team, contributing to the successful enrolment of students on to the appropriate learning pathways.
- To develop a positive and friendly community spirit amongst students by helping to create a safe, healthy and welcoming climate for learning and recreation by being highly visible within the College and to external partners.
- To maintain and promote a safe and healthy environment for students, supporting students who experience personal difficulties both internal and external to college and signposting them to appropriate support services including the college counsellor and safeguarding team.
- To undertake other duties as requested.

#### Pastoral Support

To provide support by:

- initially, getting to know your cohort of students
- facilitating the transition from Year 11 to sixth form and beyond
- providing a friendly point of contact
- liaising with other individuals or agencies to provide support when required.

#### Academic Support

To provide academic support for students by:

- regularly monitoring students' progress and attendance
- providing information, advice, support and guidance
- proactive monitoring and interventions
- liaising with subject staff Heads of School, Senior Progress Tutors and parents.

#### Tutorial

- To deliver the tutorial programme.
- To provide timetabled one to one intervention, more frequently for students who require further interventions who have been prioritised according to need.

#### One to One Mentoring

- To act as role models and mentors for students, implementing strategies to raise aspirations and encourage progression to Higher Education/Higher Level Skills or work.
- To work alongside Heads of Schools and Senior Progress Tutors to provide pastoral support, improve attendance, retention and achievement, encouraging internal progression to enhance the quality of the learner journey.

**Additional Duties:**

- This post is term time only with an additional 5 days to be worked outside of term time or at evening events.
- You will be expected to carry out other roles as reasonably requested of you at the direction of the senior management team.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Senior Progress Tutor

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing assistance and support to students identified or at risk from underperforming.</li> <li>• Experience of working in a school/college.</li> <li>• Experience of providing IAG to students throughout their learner journey.</li> <li>• Experience of working with a diverse range of students with different needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of line-management and quality assurance.</li> <li>• Experience of being a Progress Tutor in a post 16 environment.</li> <li>• Experience of leading a team of staff to improve student achievement, attendance, retention, progression, wellbeing and personal development.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• English and Maths to Level 2 pass, or equivalent.</li> <li>• General qualifications and education to level 3.</li> <li>• Evidence of on-going professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant teaching or training qualification.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Post 16 education sector.</li> <li>• Ability to motivate, challenge and lead a team of Progress Tutors.</li> <li>• Ability to meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the qualifications and subjects on offer post 16.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible approach to working with some late evening commitment.</li> <li>• An action-orientated approach to the recording and monitoring of student interventions.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and commitment for the post.</li> <li>• Commitment to equal opportunities and inclusion.</li> <li>• Ability to act as a professional role model.</li> <li>• Ability to engage staff in meeting the college's targets.</li> <li>• Ability to work collaboratively with other staff.</li> <li>• Ability to liaise with internal and external stakeholders and partners.</li> <li>• To communicate, reinforce and sustain a strong college vision and strategy priorities.</li> <li>• To organise and prioritise within a dual role which encapsulates both student and staff management.</li> <li>• Flexible approach to working with some late evening commitment</li> </ul>	<ul style="list-style-type: none"> <li>• To establish high standards of work and professional behaviour.</li> </ul>