Job Description for Progress Tutor

Reporting to: Senior Progress Tutor

Based at: New College Bradford

OVERALL PURPOSE OF THE POST

This is an exciting opportunity to contribute to the development of student support through raising aspiration and performance and helping to build ambition, confidence and resilience in young people. The team of Progress Tutors is central to the College and to the establishment and maintenance of a culture of hard work, success, resilience, and target achievement.

Working as a team, and as part of a broader group under the direction of the Senior Progress Tutors, the Progress Tutors work in a diverse range of ways with students including goal-setting, monitoring achievement and attendance and motivational coaching. They challenge underperformance and build self-esteem and confidence though a rapport based on trust, honesty and respect. They are expected to liaise with parents, Subject Teachers, Heads of School and Senior Progress Tutors. Each Progress Tutor will support, challenge and motivate students in all aspects of the learning journey.

Key responsibilities

- To support, monitor and provide the necessary intervention throughout the learner journey.
- To promote and track academic achievement.
- To promote and monitor student attendance and retention.
- To provide learner mentoring to students who require further support.
- To promote personal and social development.
- To build self-esteem and self-confidence in each individual student.
- To provide information, advice and guidance to learners at every stage of the learning journey.

MAIN DUTIES

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.
- This post is term time only with an additional 5 days to be worked outside of term time or at evening events.

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 interventions, 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.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 8 weeks.

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 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
Relevant Experience	• Previous experience of working with young people • Previous experience of providing information, advice and guidance to young people	• Previous experience of working in a college environment • Previous experience of counselling
Education and Training	• Willingness to undertake further training relevant to the post • General qualifications and education to at least level 2, including Maths and English	• General qualifications and education to level 3 • Level 6 Career Guidance qualification
Personal Skills and Qualities	• Ability to work effectively as part of a team or independently • Excellent interpersonal skills • Ability to communicate at all levels • Good communication and language skills, both verbal and written, with a good standard of English • Excellent organisational skills, including working to tight deadlines • Customer service/care approach to work	
Additional Factors	• An interest in the education sector • Commitment to continuous improvement and willingness to learn from experience and practice • Ability to cope with unexpected situations • Flexible approach to work • Ability to work flexibly with some late evening commitment • Enthusiasm and commitment for the post • Commitment to equal opportunities and inclusion • Ability to represent the college at events	