

Title: Vocational Progress Tutor

Hours: Term time plus 5 days

Salary: Support Staff Salary Scale - Point 27

Responsible to: Subject Area Manager

Job Summary:

Vocational Progress Tutors will include supporting the progress, career aims and broader College experiences of assigned groups of students. They will also work within the vocational area by assisting in the assessment of assignments and supervising formal assignment lessons.

Key Responsibilities

- 1.1 Take responsibility for the overall progress of students within the assigned tutor groups. This includes the tracking of student progress across units and the programme as a whole through the setting and monitoring of regular targets.
- 1.2 Undertake regular 1-1 meetings with students to ensure they reach their potential
- 1.3 Act as a 'critical and professional friend' with an academic achievement focus ensuring students achieve the academic progress they are capable of
- 1.4 Support the positive social and personal development of all students, based upon a detailed understanding of their backgrounds and circumstances
- 1.5 Check key indicators such as student attendance and punctuality. Review and revise individual targets as necessary
- 1.6 Deliver the tutorial programme to all students and liaise with the Student Services Administrator
- 1.7 Take responsibility for the College's administration regarding student records, UCAS, employment records for the assigned students by maintaining full and accurate records using the appropriate College systems
- 1.8 Liaise with parents/guardians and external agencies as required
- 1.9 Contribute to the interviewing of prospective students and to the College enrolment process
- 1.10 Support students in their progression to University and employment
- 1.11 Deal promptly with any issues and celebrate success

- 1.12 Support the vocational area in the assessment of student work, adhering to the assessment guidelines from the awarding organisation, as required
- 1.13 Supervise student assessment sessions, including monitoring student progress against agreed targets
- 1.14 Play an active role in vocational team meetings in the support of ensuring students achieve their potential
- 1.15 Contribute to the management of student behaviour and engage with the College Student Behaviour Policy and Disciplinary Policy

General responsibilities for all staff

All College employees are expected to:

- 2.1 Actively engage in their own personal professional development
- 2.2 Maintain discretion and confidentiality as appropriate
- 2.3 Comply with College policies and procedures particularly the Student Management, Health and Safety, Safeguarding, Risk Management and Equality Policies
- 2.4 Adhere to College systems and processes and security arrangements
- 2.5 Engage positively with all staff, students and visitors to the College
- 2.6 Promote a positive image of the College both internally and externally
- 2.7 Contribute to effective student supervision and the management of students throughout the College within the student management policy guidelines
- 2.8 Use IT where appropriate and develop IT skills
- 2.9 Liaise with other areas and members of staff as appropriate
- 2.10 Participate in College events as required
- 2.11 Attend College meetings and briefings as required by managers
- 2.12 Implement the College's Core Values, Key Priorities, Vision and Mission statements

- 2.13 Monitor agreed expenditure so as to keep within budget and in accordance with College finance regulations
- 2.14 Carry out other duties commensurate with the role and general nature of the post under the direction of the Principal or other designated manager of the College