



“outstanding in all aspects of its provision”.

Personal Achievement Tutor

Job Ref:	PATJ17
Closing Date:	12 Noon, on Friday 4 th August 2017 interviews w/c 21 st August 2017
Department:	Student Services (Pastoral)
Salary/Grade:	Support Band 7 - Point 29 to 31 (£22,941 to £24,407) Actual payable - Point 29 £18,882.21 - Point 31 £20,088.84
Contract:	Established
Hours of Work:	36 hours per week, Term Time Only
Start Date:	Thank you for your interest in the above post, which is to be taken up as soon as possible.
DBS:	Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

This is an exciting opportunity to work closely with students, supporting them to succeed. Successful candidates will be at the forefront of student support in contributing to the maintenance of the outstanding academic record of the College.



PERSONAL ACHIEVEMENT TUTOR

Reporting to:	Senior Tutor(s)
Department:	Pastoral Care

JOB DESCRIPTION

THE ROLE

The person appointed would be expected to:

Personal Achievement Tutors have general responsibility for overseeing the academic progress of the students in their care, for their general support and for setting high standards and conveying the tone and atmosphere of the College. They are at the forefront of the system of support and care in the College and should take the primary initiative in dealing with students' problems.

All staff must make a positive contribution to:

- the Christian ethos of the College
- the College Equality & Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

Responsibility, in conjunction with the Principal for duties commensurate with the following:

- To support and mentor students in achieving their full potential
- To monitor student progress against their minimum expected grade
- To work with students to develop individual action plans
- To deliver the student tutor group programme which includes preparation for the General Studies exam
- To provide at least three one to one interviews with each student during the year to monitor performance and achievement
- To use student records to ensure that they are accurate and pastoral notes are maintained

- To liaise regularly with Heads of Subject and parents where necessary
- To organise meetings as appropriate
- To respond within the specified time to referrals
- To register groups at designated times
- To monitor attendance and punctuality
- To provide references for students as required
- To develop materials for the tutorial programme
- To attend and contribute to Student Services Meetings
- To be available for post exam counselling as required
- To advise students on how to access advice and guidance, to enable them to make informed choices
- To participate in the design and delivery of the Careers and Higher Education programmes including the HE Week and the Careers Fair
- To contribute to the UCAS quality system to ensure that a high standard of forms are being produced by applicants
- To ensure students have access to advice on programmes of study and course changes in terms of appropriateness of level and course choice
- To monitor the performance of students on contract
- To cover for other Personal Achievement Tutors if required
- To commit to quality systems and regular reviews of performance
- Each member of the college will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work
- To undertake any other duties as changing circumstances may require from time to time.

PERSON SPECIFICATION		PERSONAL ACHIEVEMENT TUTOR	
All staff must make a positive contribution to: <ul style="list-style-type: none">the Catholic ethos of the College;the College Equality and Diversity Policy;the pursuit of excellence and the highest standards of quality in all aspects of College life;their own professional development, in accordance with the needs of the College.			
	Essential	Desirable	How Identified
Relevant experience		<ul style="list-style-type: none">Minimum 12 months guidance / young persons related workKnowledge of progression routes for students: BTEC, GCSE, AS / LevelStudent guidance experienceEffective Liaison with external agenciesKnowledge of Post 16 Education	<ul style="list-style-type: none">Application formCVInterviewReferences
Qualifications / Education and Training	<ul style="list-style-type: none">Degree or equivalent qualification	<ul style="list-style-type: none">Advice & Guidance qualification or willingness to work towards this	<ul style="list-style-type: none">Application formCV
Knowledge & Skills	<ul style="list-style-type: none">Ability to input data accuratelyGood organisational and administrative skillsGood presentation skillsAbility to work co-operatively with a range of peopleAbility to work under pressure and maintain a sense of humour and perspectiveAbility to motivate groups of young people	<ul style="list-style-type: none">Competent IT skills	<ul style="list-style-type: none">Application formCVInterview / TestReferences
Personal qualities	<ul style="list-style-type: none">Good practical skillsAbility to communicate clearly and effectivelyFlexibility to work on a wide range of tasksAbility to work as part of a teamAbility to work to defined deadlinesAbility to be flexible and show initiativeAbility to demand high standards from yourself and othersGood record of attendance and punctuality		<ul style="list-style-type: none">InterviewReferences
Other	<ul style="list-style-type: none">Suitability to work with childrenTo maintain the College’s commitment to safeguarding and promoting the welfare of students		

**Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service. Please note candidates suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.*