

Job Summary for Vocational Tutor Maternity cover to July 2019



Team: College tutor team
Salary: Pay scale 5 to 6 - £25,584 to £30,031 per annum

Job Summary: Newham Sixth Form College (NewVIC) is London's largest sixth form college. It is a vibrant centre for sixth form education with the great majority of students coming from our local schools in Newham. Our mission is to create a successful learning community and everything that we do in the college community is informed by our commitment to:

- Ambition: we have the highest expectations of ourselves and our students
- Challenge: we aim consistently for excellence and we are accountable to each other for work and behaviours
- Equality: we respect, value and care for all members of our community

The college wishes to recruit a tutor for maternity cover within the Health and Childcare Studies team, to focus on students on vocational programmes. NewVIC aims to provide an outstanding service to students through a strong tutorial system which is consistently delivered. We have an excellent reputation for student support.

To work as a tutor at NewVIC you will be committed to student success. You will work well with 16-19 year olds and contribute to a student-centred environment. You will have a genuine interest in young people and how they learn.

Tutors are responsible for supporting students to realise their academic and personal potential. Tutors track monitor attendance and punctuality and implement the college's learning and behaviour policy to help students meet NewVIC's expectations and succeed. Tutors also help students to become informed, independent learners and support students in completing UCAS applications. Tutors also contribute to our enrichment programme.

All students are assigned a tutor with whom they have group tutorials and individual progress reviews. Students learn how to review their own progress and set SMART targets to improve; the skills needed for academic success; how to research careers and work towards their next steps; how to keep themselves safe and make safe choices; what British values are and what these mean for them at college and living in the UK; an understanding of equality and diversity.

In addition to the tutorial programme students have access to an impressively wide range of extra-curricular enrichment experiences as well as academic and personal support outside the classroom. The college operates the Sixth Form Bacc which is aimed at motivating students to achieve their best both in their academic studies and the wider context.

Tutors will be line managed by the Programme Team Managers for a specific vocational area and may also be required to work within other vocational or A level areas as need arises.

Closing date: 12.00 noon, Friday 28 September 2018

Vacancy ID: OP/02

Application form: Candidates are longlisted on the basis of their written application and the extent to which they meet the standard criteria. You are advised to ensure that you use your supporting statement to indicate the extent to which you meet each of the criteria in the person specification below.

The selection day usually starts with a briefing on the post and the college. You may also be asked to complete a short written activity, take part in an observed group activity and/or make a presentation to the panel.

Following these activities the selection panel decides which candidates to take through to interview, usually on the afternoon of the same day.

Application form: For an application form please visit our website www.newvic.ac.uk or call the recruitment team on 0207 540 0601.

Job Description for Vocational Tutor

Reports to: Health and Childcare Studies Programme Team Manager

Main Activities: 1) **The duties of the tutor will include:**

- a) acting as personal tutor to a caseload of students (between 150 to 180 students)
- b) tracking and monitoring attendance, punctuality and discipline issues and students 'at risk' of academic failure; ensuring appropriate and prompt action is taken in line with college procedures to improve these where a concern; maintaining up-to-date records on student tracking software
- c) writing reports as required and liaising with parents/guardians
- d) attending and actively participating in parents' evenings, induction, interviews and all college-related events - internal and external
- e) helping ensure students' pastoral needs are met; that students are referred to appropriate support staff within the college and appropriate external agencies
- f) ensuring all students receive an induction to the college and college services
- g) advising and supporting students through all stages of their applications to university, including 'clearing'
- h) supporting student progression to university and employment including the writing of references and making referrals to careers advisers
- i) working with the Senior Tutor team to develop the tutorial programme
- j) participating in tutor team meetings and training as required
- k) providing appropriate advice and guidance to incoming students and interviewing applicants
- l) liaison with subject teachers, programme areas and managers including attendance at appropriate programme team meetings
- m) supporting students in taking up opportunities from the wide range of enrichment opportunities available including the Sixth Form Bac and the Honours Programme
- n) running at least two weekly enrichment activities for students
- o) exam invigilation as the need arises

2) Administration

- a) carrying out administrative and organisational tasks related to the duties described above, including the ordering and allocation of equipment and materials
- b) registering the attendance of students and supervising, whether these duties are to be performed before, during or after college sessions.

Other Information

Health and Safety - all employees must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. Employees are also required to comply with the college's Health and Safety Policies and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Where the college has a statutory duty with regard to health and safety employees are required to co-operate with the college and its managers and officers so far as is necessary to enable the college to meet that duty. This includes using equipment and substances in accordance with training and instruction and the reporting of serious dangers to your own or others' safety.

The College operates a smoke-free policy and the post-holder is prohibited from smoking in any of the College's buildings, enclosed spaces within the buildings, and College vehicles. Staff will not be released for a break that is specifically for smoking.

Equality – the postholder must be committed to the college's Equality and Diversity Policy and advancing equality through our Equality Objectives.

Annual leave – the postholder will be entitled to 32 days annual leave per annum to be taken outside of term time, plus three compulsory closure days between 25 and 31 December.

Performance – the postholder will be required to participate in performance reviews and undertake a plan of training where necessary.

NewVic supports the professional development of its staff. The strong team culture in the college provides a stimulating environment in which to develop your skills. Development needs are discussed during the appraisal process and there is a generous budget for staff development requests that support team and college objectives.

There is an induction programme for new staff.

Confirmation of appointment is subject to a satisfactory 10 month probation period.

The post holder will be required to adhere to College policies and procedures.

This post is eligible for membership of the Local Government Pension Scheme (LGPS).

In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with postholder's level, wherever they may be, to achieve the objectives of the College.

The post holder will be required to have a clearance from the Disclosure and Barring Services. Criminal convictions will only be taken into account when they are relevant to the post.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and participate in statutory training in safeguarding and Prevent.

Useful websites:

NewVic

www.newvic.ac.uk

The college's own website

The 2015 Ofsted inspection report on NewVic

<http://www.newvic.ac.uk/news/publications/Ofstedinspection2015.pdf>

Newham Council

www.newham.gov.uk

The website of Newham Council

Person Specification for Tutor

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| Experience | <ol style="list-style-type: none">1. Experience of supporting student learning2. Experience of managing resources |
| Knowledge: | <ol style="list-style-type: none">3. Knowledge of academic skills development4. Knowledge of pastoral issues affecting young people5. Knowledge of safeguarding and health and safety6. Commitment to high quality post-16 education and training7. Commitment to equality and diversity |
| Skills and abilities: | <ol style="list-style-type: none">8. Ability to support and supervise young people9. Ability to work as a member of a team10. Ability to use IT systems11. Written and oral communication to a high standard12. Numeracy to an appropriate standard |
| Qualifications: | <ol style="list-style-type: none">13. Educated to degree level or with significant relevant experience14. A grade C or higher in English and maths GCSE (or equivalent)15. Qualifications and/or relevant experience in one of the specialist vocational areas (desirable) |