



STAFF VACANCY

PROGRESS TUTOR (7 POSTS)

TO COMMENCE 22ND AUGUST 2018



Mission

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to promote a high quality education within a community based on Gospel values.

We provide the opportunity for each person to develop spiritually, morally and intellectually and we welcome students and staff of all faiths.



Holy Cross College

Catholic Sixth Form College and University Centre

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Principal Mr D H Frost

June 2018

Dear Applicant

Thank you for your interest in the advertised post at Holy Cross College, Bury.

As a Catholic College for the Community, we welcome staff and students of all faiths. We strive continuously to maintain and further improve our success within a friendly, supportive and caring environment through the commitment and enthusiasm of our dedicated, highly-skilled and experienced staff.

The Sixth Form College has a long track record as a specialist A Level centre with a national reputation. We have a first rate system of pastoral care and support, with specialist tutors to guide our students through their studies and achieve their goals.

The progress monitoring, encouragement, mentoring and pastoral care of our students is central to their success. The role advertised is a new one, building upon our long experience of supporting students. Experienced Senior Tutors (whose role involves teaching and student support) will mentor and line manage the new Progress Tutors (whose role focusses exclusively on student support).

We see our students as unique individuals and we do all that we can to encourage students to develop a wide range of interests as well as pursuing their particular gifts and talents – so enrichment is particularly important here. One reason that we are 6th in country among Sixth Form Colleges for successful University applications, with significant Russell Group and Oxbridge success, is this broad, enriching approach.

We also run a highly successful University Centre with five partner universities. There are only limited references to this in the Job Pack because our primary need is for excellent A Level teaching, but there is no doubt that this HE element to our work adds something important to the atmosphere at college.

There will be enormous scope, with the highly qualified and positive team we have in place, for new ideas, innovation, and developments in teaching and learning and assessment. Set out below is a job description and person specification relating to this vacancy, together with some additional information about the College. If you wish to learn more about the college, individual courses and examination success please look at our website: <http://www.holycross.ac.uk>. If you have any queries in relation to the post please contact our Human Resources Department on the number shown above.

If you feel you meet the requirements of the post, and are inspired by the prospect of taking up this important role at Holy Cross, so crucial for the college in so many ways, I hope you will apply to join us. Completed applications should be returned to the Human Resources department (by post or email) **by 10.00 a.m. on Friday 15th June 2018.**

We ask that you accept, in the interests of economy, if you have not heard from us by the end of June that you have been unsuccessful on this occasion.

Yours faithfully

D H Frost

D H Frost
Principal



Background to the Pastoral Team

Progress Tutors will work with the existing team of seven Senior Tutors as the main point of contact with responsibility for the academic and personal development of their allocated groups of students. There are robust systems in place for Senior Tutors and Progress Tutors to monitor student attendance punctuality and progress. In addition it is the responsibility of the Senior Tutors and Progress Tutors to identify and coordinate the support provided to vulnerable students and to liaise as required with other professionals that may provide support in-house or from external agencies as appropriate and with due regard to safeguarding and Prevent duties.

Typically a Senior Tutor has teaching responsibilities for a curriculum subject alongside being responsible for a cohort of approximately 96 students (4 tutor groups). Progress Tutors undertake no curriculum teaching, however, and focus on supporting the progress of a cohort of approximately 240 students (10 tutor groups). Each tutor group meets weekly for a 50 minute tutorial to cover a wide range of PHSE topics, study skills, plus careers education and guidance. The remainder of the Progress Tutor's time is for supporting the students individually and collectively in various ways, including liaising with other staff, contacting parents/carers, working with outside agencies etc.

Senior Tutors and Progress Tutors are responsible for collating and completing all student references whether for university, employment or apprenticeships. The college has an Excellence Programme and there are specific activities for students who are aiming high in both academic and non-academic fields, ranging from Oxbridge preparation to sports and music bursary schemes.

Senior Tutors and Progress Tutors are also responsible for liaising with Parents/Carers as required to resolve any issues and they are required to provide impartial advice and guidance at key stages including enrolment and throughout the year.

The college is committed to providing training to all staff as part of the induction process and as identified in the annual Performance Development Review (appraisal) process. All Senior Tutors and Progress Tutors are required to undertake appropriate levels of both safeguarding and Prevent training.

The Pastoral Team will be led by the Vice Principal (Pastoral) who oversees the whole area and the Assistant Principal (Progress) who line manages the work of the Senior Tutors specifically, and, through them, oversees the work of the Progress Tutors. Urgent and difficult cases are dealt with collaboratively, using the expertise of these Senior staff and their Pastoral Council.



Job Description

JOB TITLE: Progress Tutor

To commence on 22nd August 2018 with up to 3 days' paid training in advance of the start date

PURPOSE:

- To play a role in the safeguarding of students and in promoting a safe culture in college.
- To be the main contact for an allocated group of students in respect of all pastoral, safeguarding and academic matters.
- To monitor academic progress, attendance, punctuality and the holistic development of all students in the allocated tutor groups.
- To assist in setting targets with students in order to raise achievement.
- To direct students to appropriate learning support by close monitoring of progress and achievement across the range of components that make up the students' course, in particular their chosen academic courses.
- To give impartial information, advice and guidance on a wide range of matters ensuring appropriate referrals to specialised staff as necessary, including; Senior Tutors, Core Leadership Team, Heads of Subjects/Programme Leaders, Learning Support Manager, Careers, Counsellors or Lay Chaplain.
- To play a central role in the safeguarding of students and in promoting a safe culture in college.
- To attend relevant meetings with relevant external agencies such as the Multi Agency Safeguarding Hub, Healthy Young Minds, Early Break and the Police where support for the student is essential.
- To be responsible for producing the College UCAS and employment references for students in their care based on information from subject staff, personal knowledge of the student and evidence collected from the individual student.
- To ensure effective interventions are in place to support academic and personal development that enable all students to achieve their full potential.
- To deliver the tutorial programme to allocated tutor groups.

REPORTING TO:

Senior Tutor

RESPONSIBLE FOR:

Allocated tutor groups of students

LIAISING WITH:

Students, Parents/Carers, VP Pastoral, AP Progress, Core Leadership Team, fellow STs with their coordination responsibilities, Careers and HE Advisors, Pastoral Administration Manager, Learning Support Manager, Head of College Information, Admissions & Marketing Manager, Examinations Manager Heads of Subject, Curriculum and other Coordinators as appropriate, School staff and other external agencies as appropriate.

HOURS OF WORK:

36.25 hours per week usually 8.30 a.m. to 4.30 p.m. from Monday to Friday.
Term-time plus additional 3 days (198 days per annum)

Postholders will be required to work the additional 3 days outside of term-time, to be available for post exam support as required (for example to support and advise students on A Level Results Day in August - or at other results dates throughout year).

SALARY:

Points 23 to 25 of the Support Staff Salary Spine currently £16,402 to £17,574 per annum (pro rata to £19,094 to £20,458 per annum)

MAIN DUTIES:

Operational/Strategic

- To comply with college policies and procedures, including Progress, General Data Protection Regulations, Safeguarding, Health and Safety, Prevent, Equal Opportunities and the Information Security Management Code of Practice.
- To play a role in the enrolment of new students and the transition of new students in to college.
- To get to know students within their group, to establish a group identity and be approachable and respect confidentiality.
- Identify and explain the role of Progress Tutor to students and their parents/carers.
- To act as the key point of reference for students with regards to any pastoral, safeguarding or academic matter.
- To provide impartial information, advice and guidance on a wide range of matters in accordance with the college ethos and to direct them to appropriate College staff or/and outside agencies as appropriate in respect of matters relating to careers, personal welfare, bursary funds, finance etc.
- To play a role in the development and implementation of systems for recording and monitoring student progress.
- To develop the time management and organisational skills of their tutees with respect to monitoring progress and target setting.
- To encourage students to become involved in a wide range of extra curricular activities by ensuring they are aware of such opportunities eg Sport / Drama / Work Experience / Community Service / Charities / Chaplaincy.
- To monitor attendance and punctuality on a regular basis and take appropriate action in conjunction with Student Services staff to inform parents/carers of any deteriorating pattern as early as possible.
- To promote the commitment of all 2-year students to a fully linear programme of study.
- To effectively monitor and operate the College Intervention system at all levels in conjunction with Subject Tutors, Heads of Subject, Senior Tutors, Assistant Principals, Vice Principal, Deputy Principal and parents/carers as required.
- To organise and chair case conferences involving staff and parents/guardians, in accordance with advice and guidance from the line manager, AP Progress or AP Pastoral.
- To collate and complete the student UCAS reference using the College IT network based on information from subject tutors, talking to the student, their planner and general file.
- To meet with parents/carers at Open Evenings, Parents' Evenings and Information Evenings as requested.
- To be available for post exam support as required (for example to support and advise in August - or at other results dates throughout year).
- To undertake liaison between college and specified High Schools as advised by the Admissions and Marketing Manager. This will involve attending some Open Evenings, Parents' Events or Careers Information Nights during the year to talk or give a presentation about the College and the curriculum on offer.
- To contribute to achievement of college targets as set in the strategic plan and to the development of the departmental Quality Improvement Plan.
- To assist in the organisation of students prior to external examinations as requested by the Examinations Officer.
- To assist in the smooth running of College events such as Induction and Presentation Evening.
- To help promote the role of the student executive committee in the College.
- To contribute and take part in activities such as assemblies and One World Week etc.

Curriculum Provision and Development

- To deliver weekly tutorial sessions to an allocated number of tutor groups and to contribute to the development of resources as appropriate.
- To make effective use of the pastoral log and record interventions /discussions with students, parents etc as part of the pastoral provision.
- To assist in the assessment of students' individual learning needs through diagnostic testing and development of individual learning plans.

Staffing

Staff Development

- To take part in staff development as appropriate.
- To take part in the College's Performance Review process
- To assist in the induction of new staff as appropriate.

Deployment of Staff

- To provide cover for other Progress Tutors and Senior Tutors as appropriate.
- To complete welcome, morning break and lunchtime duties as designated by the VP Pastoral

Quality Assurance

- To assist the Core Leadership Team and Senior Tutors in setting high standards and ensuring a consistent approach across each division in terms of student entitlement, administrative procedures, recording and policy implementation.
- To monitor rigorously student KPI data (attendance, punctuality and progress) and the impact of interventions intended to support improvement or development.
- To ensure the effective operation of quality control systems in the area.
- To monitor the effectiveness of all procedures through survey and discussion with students, staff and parents.
- To review and set targets in response to issues raised through the quality assurance systems.
- To contribute to the area's Self-Assessment Report and Development Plan.

Management Information.

- To provide information to CIS in respect of student progress, achievement, attendance and punctuality.
- To promote commitment to linear 2-year programmes of study and effectively challenging requests for course changes.
- To implement efficiently course changes authorised by the Assistant Principal (Progress).

Communications

- To ensure effective communication with students and ensure they are receiving and responding to college messages given by letter, bulletin, swipe etc.
- Ensure the weekly student bulletin is communicated to all students so that they are kept fully informed of all key messages and current/future activities and events.
- To encourage parental contact through e mail, telephone and the Connect parent portal
- To attend meetings in accordance with the College's meetings schedule.
- To liaise with staff, students and external agencies where appropriate.

Resources

- To ensure the Progress team offices are kept tidy and to a high professional standard.
- To ensure that the pastoral classrooms provide a tidy, informative working environment

Other

- Any other duties of an equal nature as requested by the Principal or his/her delegated alternate.



Person Specification

Progress Tutor	Essential	Desirable
Personal	<ul style="list-style-type: none"> Enhanced clearance through the Disclosure and Barring Service (DBS). Medical Clearance. Note: both of the above would follow an initial offer of appointment. Two satisfactory references. Satisfactory record of attendance (subject to the requirements of the Equality Act). Ability to meet the requirements of the Asylum and Immigration Act (in as much as you must be eligible to work in the UK). 	
Qualifications	<ul style="list-style-type: none"> Level 6 (degree level) qualification or equivalent in an appropriate subject. 	<ul style="list-style-type: none"> Level 6 teaching qualification (e.g. PGCE, CertEd, DTLLS), or willingness to undertake one if required, or appropriate alternative experience.
Experience and knowledge	<ul style="list-style-type: none"> Ability to produce written records to a high academic standard with good levels of grammatical accuracy. Familiarity with general Microsoft IT packages such as word and PowerPoint. Understanding of Pastoral Systems. 	<ul style="list-style-type: none"> Knowledge or experience of working in a post 16 educational organisation. Knowledge of UCAS application procedures. Knowledge of Safeguarding legislation, guidance and procedures. First Aid qualification or a willingness to undertake one
Skills and qualities	<ul style="list-style-type: none"> Commitment to the ethos of the college. Positive attitude towards young people. An excellent record of attendance and punctuality (demonstrated through previous attendance record). Ability to meet deadlines. Excellent communication skills, orally and written (must be able to compile a high quality reference for employment or university) Excellent presentational skills, orally and written. Excellent organisational and planning skills. Ability to relate well with staff and students (16-19) Ability to work under pressure. Good team working skills. Ability to motivate staff and students. Flexibility and adaptability. Time management skills. Problem solving skills. Commitment to Equal Opportunities. 	<ul style="list-style-type: none"> Persuasive skills. Ability to innovate. Willingness to undertake relevant training. Patience. Persistence. A sense of humour.



General College Information

Working at Holy Cross College

We believe Holy Cross Sixth Form College is a great place to work as we genuinely care about all our staff and want them to be happy working here. In return our staff can expect:

- Generous holiday entitlement
- Option to purchase additional annual leave (support staff)
- Option to apply for sabbatical leave
- Family friendly policies
- Automatic enrolment into the Local Government Pension Scheme or Teachers' Pension Scheme
- Excellent opportunities for CPD, individualised induction programmes for new staff and appropriate support for NQTs
- Childcare vouchers (subject to terms and conditions)
- Cycle scheme vouchers (subject to terms and conditions)
- VDU eye sight test vouchers (subject to terms and conditions)
- Various health and wellbeing benefits (including an on-site gym, fitness classes, staff badminton and football)
- Counselling service – face to face counselling as well as access to a confidential telephone counselling service

Staff at Holy Cross benefit from working in a well maintained and resourced environment with good terms and conditions of employment. We provide benefits in excess of the statutory minimum in respect of maternity, paternity, adoption and family/personal leave to assist staff in successfully balancing the demands of their personal and working lives.

At the end of the summer term we have a Staff Retreat, as well as a Mission and Ethos Day, which enables staff to come together outside their usual working environment. In recent years this has involved staff opting into a variety of off-site activities, to engage socially and re-charge their batteries!

Free car parking is available on the college site and, although limited, additional off-site parking is available at Bury Sports Club. Staff also have free access to the library resources and to internet and email, though any such use must be in accordance with the College's Information Security Management Policies.

The following comments from the New Staff Survey in recent years include:

'I have settled into the department quickly and easily and have been made to feel welcome and supported by every member of the team... THANK YOU!'

'It has been a pleasure to work an effective and well organised team who value student learning.'

'I have found Holy Cross to be a brilliant employer, very accommodating of my needs and professional development. I look forward to continuing working here.'

'I have never been made to feel so welcome anywhere (especially as a part timer). It's been a real joy to join Holy Cross.'

'Without sounding melodramatic I can honestly say it is a wonderful place to work, with such a sense of community that makes you feel so welcome and a part of things from the beginning.'

'I was made to feel very welcome both by my department and by staff across college. The whole experience is very professional and civilised. Thank you'.

How well do our students achieve?

Students at Holy Cross Sixth Form College in Bury produced some outstanding results in their A Level examinations; almost half of all grades awarded being A*, A or B. An initial study of the A Level results indicates:

- An overall pass rate of 98%
- 61 students achieving at least 3 A*/A grades at A Level
- 48.4% of all grades are grades A*, A and B
- 21.2% of all grades are grades A*
- 26 A level subjects achieved 100%

This is based on approximately 950 students taking Advanced Levels at Holy Cross in June 2017.

Past and Present

Holy Cross has its roots in 1878, the year in which a group of religious sisters - the Daughters of the Cross – left Germany as a result of the Kulturkampf and were welcomed by Bishop (later Cardinal) Vaughan to the Diocese and to Bury. Originally there was a small parish school – Holy Cross School – which developed into a Convent school, which grew into a large Grammar School for girls – Bury Convent Grammar School – and, in 1979, Holy Cross College, a mixed Sixth Form College, came into being.

We have grown even further since then, and now have over 2160 16-19 students and a University Centre with 500 undergraduates (and a small number of postgraduates), still on the original site. In 2009 the Daughters of the Cross closed their convent in Bury, and are now under the Trusteeship of Salford Diocese, but we still have important links with the Congregation.

We are very proud of our reputation for academic excellence, and pastoral care. Despite the many changes in post-16 education over recent years, including changes of emphasis in inspection regimes, we are committed to maintaining and developing this reputation, and we aim to provide a safe and secure Christian environment for all our students, respecting those of all faiths. We are also financially very secure – having been rated once again by ESFA as Outstanding in this respect – and have exceeded once again all our recruitment targets and grown strongly.

We are a college with a great past, therefore, and a very secure future!

Music and Drama

The College encourages students (and staff) to take part in the exceptionally wide range of musical and dramatic activities available at College. These include annual musical theatre productions, biennial operas, choirs, the orchestra and small instrumental ensembles. Concerts are given at regular intervals, and there are many theatre visits, international choir trips, choral scholarships and an international artist masterclass series. In recent years we have put on "Sweeney Todd", "Miss Saigon", "Hansel and Gretel", "Phantom of the Opera", "Dido and Aeneas", "The Sound of Music", "The Wizard of Oz", "Fiddler on the Roof", "Les Miserables", "West Side Story", "Oliver" and Shakespeare's "A Midsummer Night's Dream". If you are interested in musical or dramatic activities then you won't be disappointed.

Sport

At Holy Cross we also have high sporting reputation and offer a wide range of activities for students to enjoy at recreational and/or competitive level. British Colleges Sport, North West Colleges and governing body competitions are entered and we have college teams in football, rugby, netball, hockey and basketball, badminton, tennis, athletics, table tennis, golf, trampolining, cross country and swimming. Facilities on site include a Sports Hall, recreational area and free use of a gymnasium (where personal training programmes can be devised), staff football and badminton.

Religious Education

As well as being involved in many areas of College life, the RE Department also teaches the General RE course, which all students attend for one lesson each week. The course covers a wide range of topics, always with the idea of helping students to explore their faith, philosophical and ethical issues, the world around them and understand better their own human nature.

Chaplaincy

We have a full time Lay Chaplain (our local Parish Priest is our Priest Chaplain and indeed we are fortunate to have many local priests coming to celebrate Mass for us, usually on a weekly basis and for Holy Days.) The Chaplaincy is available to all and runs many activities – in addition to Morning Prayer, Adoration and Meditation opportunities there are voluntary opportunities for retreats (including an annual Staff Day Retreat) and the annual pilgrimage to Lourdes to help the sick, with the Diocese of Salford.

As stated in our Mission, we welcome staff of all faiths. Colleagues celebrate religious festivals and particular events in the college calendar, for example, the start of a new college year, by joining together for Mass.

Caring for our Students

Pastoral care is a major priority at Holy Cross and underpins all that we do. We aim to support students throughout their time with us and to help them to make the right decisions when they leave us. Senior Tutors keep a careful watch on individual student progress and are also someone for students to turn to if they have difficulties.

Discussions relating to academic progress take place regularly between students, Subject Tutors and Senior Tutors, and Action Plans which arise from these discussions give students and their parents valuable information on what students need to do to achieve their full potential. All of our staff have a role in caring for our students.

Private Study

All students have time when they are not timetabled for lessons and we encourage them to make good use of this. We have fantastic new Library staffed by professional chartered Librarians providing a wide range of facilities such as online resources, E-books, 16 networked computers plus 20 wireless networked laptops and study facilities and, of course there are books.

The College's Open Access I.T. suite contains over 80 PCs in a state-of-the-art, air conditioned environment, available for use during term time.

The Learning Support Department, to which all students have access is based in the Marie Therese building. There are areas which students can use for private study, which are sometimes staffed, and a number of smaller subject resource areas.



Parents

Our partnership with parents plays an important part in our success. There are parents' evenings and written reports, and we make individual contact with parents if there is a problem. Parents are welcome to contact staff at any time.

College Structure

The Structure of the College would fill a complete booklet of its own, but in simple terms there is the Principal, a Deputy Principal and five other members of the Core Leadership Team. There are also three Assistant Senior Managers who are responsible for our large number of Heads of Subject and an even greater number of subject teachers, as well as a number of our Senior Tutors (Pastoral). There are also a wide range of non-teaching posts and posts of responsibility held by staff in addition to their normal roles.

University Centre

In addition to our sixth form work, the college has for the last ten years had a University centre. Currently we have around 600 students, some full time and some part time, although most teaching is focussed in the afternoon and evening. We collaborate with four partner universities, Liverpool Hope, St Mary's University College, Newman University and Edge Hill and students generally take BA, BSc or MA degrees with a small number also doing Foundation degrees. In the future it is hoped that there may be some joint appointments with our partner institutions, and some opportunities for interested sixth form staff to teach at least to level C on degree courses. Applicants

holding doctoral level qualifications, with research interests, would clearly be particularly suited to such possible future developments.

Unions

The Unions recognised by the Governing Body are: UNISON, NEU (NUT/ATL), NASUWT and ASCL. The Principal holds regular meetings with the College Union representatives.

Miscellaneous

The college operates a no-smoking policy across the entire college site.

Holy Cross is located in Bury, Greater Manchester. To read about our town please view:

<http://www.visitbury.com/>

Nor, if you are coming from further afield, should you neglect to investigate the tremendous range of wonderful places to live – from the vibrancy of Manchester itself to villages like Ramsbottom.

Because of its outstanding schools and colleges, its heritage railway, and its festivals and exceptional market, Bury has much to commend it as a place to live and work.