

**JOB DESCRIPTION**

**TITLE:** Personal Progress Tutor

**HOURS:** Term time + 5 days

**SALARY:** Point 26 – Support Staff

**RESPONSIBLE TO:** Assistant Principal (Student Services, Marketing and Liaison)

**JOB SUMMARY:** Personal Progress Tutors will support the progress, career aims and broader College experience of an assigned group of students (approximately 200)

**KEY RESPONSIBILITIES:**

* To monitor individual student progress and achievement at regular intervals through 1 to 1 interviews, intervening as appropriate
* To act as ‘critical and professional friend’ with an academic achievement focus ensuring students achieve the academic progress they are capable of
* To support the positive social and personal development of all students, based upon a detailed understanding of their backgrounds and circumstances
* Check key indicators such as student attendance and punctuality, review and revise targets as necessary
* Deliver the tutorial programme to a group of students and liaise with the Student Services Administrator
* 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
* Liaise with parents/guardians
* Liaise with external agencies as required
* To contribute to the interviewing of prospective students
* To contribute to the enrolment of new students and students making the transition between years
* To support students in their progression to University and employment
* To deal promptly with causes for celebration and concern
* To liaise and work collaboratively with colleagues in both curriculum and cross college support areas

June 2014