



CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College Strategic Plan 2024 - 2029](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

JOB DESCRIPTION

Post:	Personal Development and Tutorial Programme Lead
Location:	Cross Campus role, Croydon and Coulsdon
Reports to:	Executive Director of Student Services
Salary:	£46,000 - £50,000 per annum inclusive of London Weighting dependent on experience
Hours of work:	35 hours per week, 52 weeks per year
Contract type:	Permanent



Overall Purpose Scope:

To lead the strategic development, coordination, and quality assurance of the Personal Development, and Tutorial programmes across Coulsdon and Croydon College campuses. This role requires a qualified teacher who will ensure consistent, high-quality delivery of personal development activities that support student wellbeing, progression, and holistic development.

Main Duties and Responsibilities:

Programme Development and Coordination

- Design, develop, and maintain comprehensive Tutorial programme aligned with college strategic objectives and statutory requirements
- Create high-quality teaching and learning resources, materials, and schemes of work for tutorial sessions
- Coordinate programme delivery across both Coulsdon and Croydon College campuses ensuring consistency and coherence
- Establish and maintain programme calendars, ensuring timely delivery of thematic content throughout the academic year
- Fostering a culture of aspiration by developing strong partnerships with external agencies and other educational providers
- Collaborating with staff and external agencies to provide outstanding personal development opportunities for learners, including enrichment activities

Stakeholder Liaison and Partnership Working

- Collaborate effectively with Heads of Learning and Heads of Faculty to integrate personal development themes within curriculum areas
- Source, coordinate, and manage relationships with external speakers and partner organisations
- Liaise with student services teams, careers guidance, and pastoral support services to ensure holistic student support
- Work closely with marketing and communications teams to promote programme activities and outcomes

Quality Assurance and Monitoring

- Conduct regular learning walks and classroom observations to monitor teaching quality and programme effectiveness

- Implement robust quality assurance processes including lesson observations, resource reviews, and programme evaluations
- Analyse attendance, engagement, and outcome data to identify trends and areas for improvement
- Prepare comprehensive reports on programme performance for senior leadership team

Student Voice and Feedback

- Establish systematic approaches to gathering and analysing student feedback on tutorial and Personal Development provision
- Implement student voice mechanisms including focus groups, surveys, and student representation on programme development
- Respond proactively to student feedback, making necessary adjustments to programme content and delivery methods
- Champion student-centred approaches to personal development education

Data Analysis and Reporting

- Collect, analyse, and interpret data related to student engagement, attendance, and progression within personal development programmes
- Produce regular monitoring reports highlighting key performance indicators, trends, and recommendations
- Use data insights to inform programme improvements and strategic planning
- Maintain accurate records of programme delivery, resources, and outcomes

Professional Development and Training

- Provide training and professional development opportunities for tutorial staff
- Keep abreast of current best practices, research, and policy developments in personal development education
- Attend relevant conferences, training events, and professional networks
- Mentor and support colleagues in delivering effective tutorial sessions

Key Working Relationships

Internal:

- Senior Leadership Team
- Heads of Learning and Faculty
- Teaching and tutorial staff



- Student Services teams
- Quality and Standards teams
- Student representatives and learner voice groups

External:

- External speakers and workshop providers
- Partner organisations and employers
- Local community groups and charities
- Professional networks and sector bodies

Performance Indicators

- Student satisfaction rates with tutorial provision
- Attendance and engagement levels in personal development activities
- Quality of teaching and learning as evidenced through observations and learning walks
- Effectiveness of stakeholder partnerships and external speaker programmes
- Timely delivery of programme resources and materials
- Positive feedback from staff, students, and external partners
- Contribution to overall college improvement and student outcomes

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) or equivalent teaching qualification • Degree in relevant subject area • Evidence of continuing professional development in education 	<ul style="list-style-type: none"> • Postgraduate qualification in education, counselling, or related field
Experience	<ul style="list-style-type: none"> • Minimum 3 years' teaching experience in further education or similar educational setting • Experience teaching PSHCE with a commitment to improving learner outcomes • Demonstrated experience in programme coordination or curriculum development • Experience of quality assurance processes and procedures • Proven track record of working collaboratively with diverse stakeholders 	<ul style="list-style-type: none"> • Experience of working across multiple college sites • Experience of budget management and resource procurement
Skills & Knowledge	<ul style="list-style-type: none"> • Excellent understanding of personal development, PSHCE, and tutorial provision in FE settings • A strong understanding of safeguarding and the personal development curriculum • Strong project management and organisational skills • Excellent written and verbal communication skills 	<ul style="list-style-type: none"> • Knowledge of Ofsted inspection frameworks and quality improvement processes • Understanding of current issues affecting young people and adult learners

	<ul style="list-style-type: none"> • Proficiency in data analysis and report writing • IT literacy including Microsoft Office Suite and educational management systems • Knowledge of safeguarding and student welfare procedures 	
<p>Attributes</p>	<ul style="list-style-type: none"> • Excellent communication, organisational and interpersonal skills • Ability to work independently and as part of a team • Flexible and adaptable approach to changing priorities • Commitment to student-centred education and inclusive practices • Commitment to college wide values and working collaboratively to support learner development • Professional integrity and discretion when handling sensitive information 	

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.



Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

Closing Date: 3 September 2025

Interview / Selection Date: W/C 8 September 2025

