

Job Description Tutorial and Enrichment Manager

INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

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Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

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JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Tutorial and Enrichment Manager
Department	Student Services
Pay Spine	Leadership and Management 38-41
Post Reports To	Director of Learner Experience, Marketing and Communications

POST OUTLINE:

The post holder will provide operational management of the college's tutorial programme and enrichment activities, ensuring all learners receive high-quality pastoral support, personal development opportunities, and a rich, engaging student experience that empowers them to thrive, progress, and achieve their full potential.

KEY RESPONSIBILITIES

1. Provide operational leadership and oversight of a high-quality, cross-college tutorial curriculum, ensuring coherent planning and impactful delivery across all levels and study programmes.
2. Design, develop and embed an engaging tutorial and enrichment framework that enhances learners' personal development, behaviours and attitudes, preparing them for successful progression into further study or employment.
3. Lead, coach and empower tutors to confidently deliver impactful tutorial sessions, with a strong focus on pastoral support, wellbeing, and the effective delivery of mandatory themes.
4. Oversee robust systems for tracking, monitoring and quality assuring progress reviews and target setting, ensuring compliance while driving improvements in student retention, achievement and progress.
5. Lead the development and continuous improvement of a dynamic and responsive tutorial and enrichment curriculum, aligned to college priorities, learner needs and external expectations

MAIN TASKS:

- Lead and coordinate a high-quality tutorial curriculum, delivering differentiated programmes that support pastoral care, safeguarding, and student development
- Oversee progress reviews, target setting, and SMART tracking to drive retention, achievement, and progress
- Implement quality assurance processes, including KPIs and tutorial observations
- Identify tutor training needs and deliver CPD, induction, and ongoing coaching
- Drive improvements in attendance and punctuality through effective monitoring and initiatives
- Embed UCAS support and progression guidance within the tutorial framework to tutors and progress coaches
- Develop impactful partnerships with external organisations to broaden opportunities and empower learners' personal growth and aspirations
- Lead the development of mentoring and coaching initiatives that empower learners to build confidence, resilience, and achieve their goals
- Lead and coordinate Students' Union activity, championing learner voice and empowering students to shape an inclusive and vibrant college community
- Coordinate student induction programmes for new and returning learners
- Promote equality, diversity, inclusion, and social mobility through tutorial delivery

- Maintain awareness of sector developments and external partnerships, informing senior leadership

Waltham Forest College commitments

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process
- In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

Person specification

Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
Qualified teacher (Level 5 teaching qualification or equivalent to FE)	E		
A relevant degree and any relevant professional qualifications	E		
Level 2 (or above) English and maths qualifications	E		
EXPERIENCE			
Record of outstanding practice as a teacher/tutor	E	E	
Successful experience of managing a high impactful team	E	E	
Successful experience of developing high quality tutorial materials	D	D	
Successful experience of implementing quality monitoring processes	E	E	
Successful experience of the UCAS application process	D	D	
Successful experience of different levels and types of post 16 programmes of study	D	D	
Successful experience of mentoring or delivering training	D	D	
Successful experience of implementing use of digital learning and cross-college IT systems and processes	D	D	
SPECIAL ABILITIES AND APTITUDE			
Setting high standards and high expectations and proactive, energetic approach with a “can do” attitude			E
Resilience and the ability to remain calm under pressure			E
Team worker, able to work collaboratively with others, with a consultative management style			E
Strong communication skills including excellent written English			E
Intelligent understanding of current developments affecting the post-16 curriculum with particular reference to safeguarding, Prevent and British values and employability	E	E	
OTHER REQUIRMENTS			
Ability to record, communicate and report on progress efficiently and clearly		E	E
Effective knowledge of ICT systems		E	E

* **Key:** *AF = Application Form, I = Interview, A*