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### Role Description

Business Area: Information and Student Services

Job Title: Student Support Tutor

Salary Scale: BS Point 25 (Pro-rata)

Location: Hopwood Hall College

Accountable to: Student Support Manager (Pastoral, Progress, and Learner Engagement)

Hours of Duty: 36 hours per week (Term Time Only)

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

### To be responsible for supporting the retention, progress, achievement and progression of a cohort of learners through group tutorials and additional one to one reviews were required.

### To provide support through themes including employability, personal development, social and welfare.

### Duties

1. To deliver group tutorials to progress and develop a cohort of learners
2. To monitor academic targets through the Individual Learning Plan and Markbook
3. To set and review SMART targets with individual learners to support retention, progress, achievement and progression
4. To identify concerns, risks and barriers to students’ progress and work with parents / carers, other college staff and external agencies in order to overcome them
5. To contribute to the college’s strategy for increasing Value Added by ensuring that academic targets are suitably stretching according to prior attainment and MTGs, and by monitoring students’ progress towards attaining and preferably exceeding them through group tutorial and 1-1 sessions
6. To work closely with curriculum teams to report and update on learner progress and ensure relevant support plans and strategies are delivered
7. To maintain the Individual Learning Plan and ensure accurate and comprehensive learner tracking monitoring and support records,
8. To contribute to the development of cross college tutorial resources, including on Its Learning
9. To promote learner voice activities to students to encourage participation and ensuring the election of student reps.
10. To actively participate in regular staff development sessions to update qualifications, skills and knowledge
11. Ensure continuous development and improvement of professional knowledge
12. Any other duties, of a similar level of responsibility, as may be required

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Single Equality Scheme:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

##### **Level 2 (GCSE A\* - C) in English and Maths.**

##### **Degree qualification or test to establish necessary skills.**

##### **PTTLS**

##### Desirable Criteria

**Guidance / Coaching Qualification**

**DTTLS**

**Teaching qualification**

 **How Identified**: Application

#### Experience

##### Essential Criteria

**Experience of working with young people**

**Experience of developing and delivering thematic tutorials, training or activities**

**Experience of presenting to groups**

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

**Specific knowledge and understanding of student social and welfare issues**

**Knowledge of issues facing 16-19 year olds**

**Knowledge of safeguarding**

**How Identified**: Application/Interview

#### IT Skills

##### Essential Criteria

##### **Intermediate ability to use Microsoft Office applications and willing to undertake training appropriate to role**

##### Desirable Criteria

Experience of EBS student records system, electronic ILPs, Promonitor (Including Markbook)

How Identified: Application/Interview

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Less Relevant** |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Desirable** |
| 3.3 Presenting and communicating  | **Desirable** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Desirable** |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Essential** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Desirable** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Desirable** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.