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**ACHIEVEMENT SUPPORT TUTOR**

**JOB DESCRIPTION**

**Post Title: Achievement Support Tutor**

**Responsible to:** Pastoral Manager

**Purpose of Post:** The Achievement Support Tutor has a specific role in pastoral support and

will act as coach to provide students with individualised support and

challenges which will stretch their potential to the full.

**Responsibilities**: This role requires an ability to motivate, guide and challenge young

people and help them set and review learning targets. You will also

track attendance, punctuality and behaviour and deal with any

concerns.

At Notre Dame Catholic Sixth Form College each individual student is central to all our endeavours. All teaching staff at Notre Dame College have a pastoral role in their everyday dealings with students. The Achievement Support Tutor has a specific role in pastoral support and will act as coach to provide students with individualised support and challenges which will stretch their potential to the full. You will be able to motivate and energise young people, manage 1:1s, track attendance and achievement through data monitoring, deliver the tutorial programme, agree motivational targets and produce student progress reviews.

You will be responsible for overseeing the timely completion of students’ university and other progression applications and completing related references. You will be expected to work flexibly to ensure that the responsibilities of the role are fulfilled effectively. Working under guidance of a Pastoral Manager and Assistant Principal, you will provide support, guidance and encouragement to all students in your care.

The post is subject to a probationary period of six months.

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| **Salary** | The post will be paid on the Sixth Form Colleges’ Support Staff Pay Spine Points 24 to 29 (£19,773 to £23,170 pro rata, based upon qualifications, skills and experience). |
| **Payment** | Your salary will be paid by BACs transfer into your bank account, normally on 16th of the month. |
| **Pension Scheme** | You will automatically become a member of the Local Government Pension Scheme (unless you opt-out). Further details are available at www.wypf.org.uk |
| **Working Hours** | 37 hours per week, term time plus 10 days, 08:30 to 16:30 Monday to Thursday and 08:30 to 16:00 on Friday, however, due to the nature of the role the post holder will need to work flexibly including some occasional unsociable hours for which lieu time can be arranged. |
| **DBS Clearance and safeguarding checks** | This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks. |

Your detailed responsibilities, which might change from time to time, are as follows:

**Duties and Responsibilities**

**Tutorial programme**

* Establish a tutor group identity and develop a rapport with individual students
* Deliver the tutorial programme as planned for all assigned tutor groups
* Assist Pastoral Managers with the delivery of assemblies
* Support students in their career and progression planning, advising them on how to access guidance on making informed choices
* Cover for absent tutors if required

**Individual student progress reviews and action planning**

* Motivate and energise young people, act as coach to provide students with individualised support and challenges which will stretch their potential to the full.
* Monitor and support the progress of all tutees using the College assessment data tracking system, providing every tutee with supportive and focused 1:1 reviews
* Manage and prioritise 1:1 reviews/interviews as required
* Monitor the attendance and punctuality of students in line with college expectations
* Oversee a cohort of students with attendance concerns, in conjunction with the Pastoral Manager’s mentoring plan
* Deal promptly and appropriately with curriculum concerns and referrals in relation to individual student progress
* Document all meetings on the Cedar Pastoral Log
* Ensure students’ completion of Individuated Learning Plans on Cedar (college system)
* Refer students to other agencies where appropriate - e.g., careers team, Learning Support, college counsellor etc.
* Deal promptly with concerns raised by students and, where necessary, refer them to the next stage
* Support and guide students with application processes, including UCAS
* Compete quality references for tutees
* Develop an effective and supportive partnership with parents/carers by regular and appropriate contact and meetings
* Liaise regularly with Pastoral Managers and Assistant Principal to discuss any issues
* Work within the Safeguarding policy, making prompt referral to the Assistant Principal DSL regarding safeguarding issues
* Ensure all pastoral and safeguarding concerns are appropriately documented and recorded

**Other duties**

* Assist Pastoral Managers with charity fund-raising and social events during the year
* Contribute to the interviewing of students as part of the enrolment process
* Contribute to the induction of new students
* Be available to monitor student behaviour during college breaks and lunch time.

The job description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or responsibility in detail. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder. All College employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the College and its students

**About Notre Dame Catholic College**

Notre Dame is a Catholic Sixth Form College with a historical track record of success. It is located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. Our core activity is to provide education for students aged 16-18, offering a range of A Level and BTEC courses, at both level 2 and 3. It is a very successful college of approximately 1900 full time 16-18 year olds. Notre Dame’s success rate makes it one of the best sixth form centres in the country. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

**An Outstanding College**

The latest Ofsted Inspection in the summer of 2008 graded all areas of the College as ‘outstanding’. It confirmed that there is a culture of high expectations and rigorous quality improvement in all areas. Standards, expectations and processes have continued to improve since then. Students achieve well above their target grades and make a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

**Our Community**

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationships with College trustees, and with the Diocese of Leeds are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example students at the College are continually seeking to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Health and Social Care students; the Medicial/Veterinary Scienceevs and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

**Staff at Notre Dame Catholic College**

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of its 170 plus staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame’s curricular and pastoral offer to its students.

**Recruitment and Selection Policy Statement**

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment. A full copy of our Recruitment and Selection Policy is available on request.

This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

**What our students say about Notre Dame Catholic College**

Name: **Bethany Walker**

High school: The Morley Academy

Courses: A level History, Psychology, and Sociology

Careers / university aspirations: Hopefully, to do a childhood studies degree

What you like most about Notre Dame: the community of Notre Dame and the support you get from staff is just amazing! There are millions of things you can do – loads of extra-curricular activities.

It’s a big college, and you may not know many people from your school, but you’ll be fine, you’ll make new friends really quickly. A levels are a lot of work – be prepared to work outside college. Don’t let this put you off; you’ll have to take it in your stride.

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Name: **India Broughton**

High school: Swallow Hill Community College

Courses: A level Law, Politics, Sociology

Careers / university aspirations: University of Nottingham, International Relations and Global Issues (Masters).

What you like most about Notre Dame: I am so happy that I decided to come to Notre Dame. There is always someone to sit with and chat to. It is easy to make friends with new people from other schools. The teachers offer lots of workshops – make sure you use them all! They will also help you to become organised from the start of the year.



Name: **Tadi Kativhu**

High school: Cardinal Heenan High School

Current courses: A level Law, Psychology and Sociology

Careers / university aspirations: Counselling psychology. Wants to make a difference in the UK, particular in terms of mental health, especially for young people.

What you like most about Notre Dame: Lots of support, careers, counselling, teachers, workshops during college day and after, and in the holidays (Easter). EPQ – A\* research into teenage health. Lots of opportunities to get involved; open days, student exec, psychology ambassador…just everything!



**PERSON SPECIFICATION**

**ACHIEVEMENT SUPPORT TUTOR**

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| **All staff must make a positive contribution to:**   * the Catholic ethos of the College and its distinctive nature; * the College Equality and Diversity, Health and Safety and Safeguarding Policies and Procedures; * the pursuit of excellence and the highest standards of quality in all aspects of College life; * their own professional development, in accordance with the needs of the College. | | |
| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** |
| 1. QUALIFICATIONS | * Educated to advanced level minimum | * Degree or equivalent qualification * Advice & Guidance qualification or willingness to work towards this * Safeguarding Training (provided when appointed) |
| 2. EXPERIENCE |  | * Relevant work experience with young people * Knowledge of progression routes for students: BTEC, GCSE, AS Level * Student guidance experience * Effective liaison with external agencies * Knowledge of Post 16 Education and options at 18 |
| 3. KNOWLEDGE/SKILLS | * Ability to motivate groups of young people * Ability to work under pressure and maintain a sense of humour and perspective * Ability to input data accurately * Good organisational and administrative skills * Good presentation skills * Good literacy skills * Ability to work co-operatively with a range of people * Competent IT Skills |  |
| 1. PERSONAL SKILLS/ATTITUDES | * The ability to meet the requirements of the Asylum and Immigration Act * (to be eligible to work in the UK) * Good practical skills * Ability to communicate clearly and effectively * Good interpersonal skills * Flexibility to work on a wide range of tasks * Ability to work as part of a team * Ability to work to defined deadlines * Ability to be flexible and show initiative * Ability to demand high standards of self and others * Good record of attendance and punctuality (within the requirements of The Equality Act) |  |

**COMPLETING YOUR APPLICATION FORM**

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).**  It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and *you should address each of these clearly in your application.***

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview, you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: 9AM on Wednesday 27 February 2019.**

It is intended that interviews will take place on Tuesday 5 March 2019.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.