

JOB DESCRIPTION



TITLE : **Personal Development Tutor**
GRADE : **Scale 6**
RESPONSIBLE TO : **Head of Pastoral**
RESPONSIBLE FOR : **Pastoral care of designated students**

The Governors of the College expect all employees to be fully committed to the College's Equal Opportunities & Health & Safety Policies & accept personal responsibility for practical application. All employees are required to comply with & promote these policies & to ensure that discrimination & danger is eliminated within the service to staff, the students, their parents & carers.

Job Purpose

This is an excellent opportunity for a motivational and inspiring individual to join our successful team as a Personal Development Tutor, to support our students to realise their academic and personal potential.

Key Responsibilities:

- Ensure our students thrive and progress, helping students to become informed, independent learners.
- Deliver group tutorials and targeted one-to-one tutorials
- Ensure effective communication and liaison to support learners
- Safeguarding and a culture of excellence and equality
- Implementing the college's learning and behaviour policy to help students meet All students are assigned a tutor with whom they have group tutorials and individual progress reviews.

I. In common with all other staff:

- To support the College's mission, vision & strategic objectives.
- To implement the College's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the College's health & safety policies & practices.

2. In common with all support staff:

- Participate in college-wide projects & tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may on occasion require work in other locations/sites of the college, & work outside of regular daytime hours.

3. In common with all staff

- Take part in college development projects.
- Attend & contribute to team meetings & briefings.
- Collaborate with, consult & feedback to colleagues & students by sharing and distributing information.
- Other duties as reasonably required by the Director of Pastoral, Director of Employability, Head of Department and Senior Leaders.
- Participate in the annual performance management cycle, continuous professional development, service area planning and review and college quality improvement plan.
- Supervise agency staff, trainees and students on work experience when appropriate.

4. Main Duties & Responsibilities

- High quality delivery of the personal development tutorial programme to groups of students.
- Advising students on how to develop their study skills, for example, drawing up study plans, learning strategies, time management, note taking in lectures, how to research a topic.
- Supervising students with independent study.
- Setting targets for students on areas for their personal development and supporting students learn how to review their own progress and set SMART targets to improve.
- Support students through effective tutorials how to keep themselves safe and make safe choices.
- Further support students to understand what British values are and what these mean for them at college and living in London and the UK.
- Support students to gain a deep understanding of equality and diversity and inclusivity.
- Helping ensure students' pastoral needs are met; that students are referred to appropriate support staff within the college.
- Contribute to a high quality induction experience for all new students and those transferring from different programmes.
- Advising and supporting students through all stages of their applications to their next course of study.
- Support the coordination of student surveys and student voice strategies and initiatives.
- Supporting student progression to further education and employment including the writing of references and making referrals to careers advisers.
- Contributing to writing reports as required and liaising with parents/guardians.
- Working with the Head of Pastoral to contribute to the tutorial programme.
- Participating in tutor team meetings and training as required.
- Providing appropriate advice and guidance to incoming students and supporting the interview process.
- Liaison with Subject Teachers, Head of Department and Attendance Officers at appropriate programme team meetings or adhoc where applicable.

- Supporting students in taking up opportunities from the wide range of enrichment opportunities available.
- Attending and actively participating in parents' evenings, induction, interviews and all college-related events - internal and external.
- Exam invigilation as the need arises.

5. Administration

- Carrying out administrative and organisational tasks related to the duties described above.
- Registering the attendance of students and supervising where necessary.

Additional Information - Working Arrangements

- Hours of work: 35 hours per week. Term time only at 39 weeks pro rata. Routine fixed daily start & finish times 08:30 – 16:30. Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.
- Given the nature of the institutions core activities, there are occasions when staff may be asked to work later for meetings, events, open days & the like. These hours to be negotiated with individual staff & time of in lieu / additional payments agreed in advance of such occasions.
- Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

PERSON SPECIFICATION

POST TITLE: Personal Development Tutor

Requirement	Essential	Desirable	Selection Method
Experience			
Experience of supporting student learning through face to face delivery of a sequenced programme	✓		AF/I
Experience of pastoral care within a post 16 setting	✓		AF
Experience of managing and engaging groups of young people to learn	✓		AF/I
Experience of effectively managing own workload, prioritising tasks and dealing with a wide range of demands from different groups of people.	✓		AF/I
Qualifications			
Educated to level 3 or with significant relevant experience	✓		AF
A grade C/4 or higher in English and maths GCSE (or equivalent)	✓		AF
An introduction to teaching qualification		✓	AF
Specialist Knowledge			
Knowledge of academic and personal skills development	✓		AF
Knowledge of pastoral issues affecting young people	✓		AF/I
Knowledge of safeguarding and health and safety	✓		AF/I
Commitment to high quality post-16 education and training	✓		AF
Commitment to Equality and & Diversity	✓		AF/I
Skills & Abilities			
Ability to support and supervise young people effectively	✓		AF/I
Good communication & negotiation skills	✓		AF
Ability to work as a member of a team	✓		AF/I
Ability to use a range of IT systems, for example MIS and all Microsoft Office applications.	✓		AF
Written and oral communication to a high standard	✓		AF/I
Numeracy to an appropriate standard	✓		AF
Ability to remain calm under pressure and influence behaviour of students positively	✓		AF

A=Application Form I=Interview