

## Job Description: Faculty Pastoral & Progression Tutors

**Reporting to:** Senior Tutor



### Key purposes of this role:

- Ensure students survive, thrive and progress
- Monitor and intervene to support students at risk of drop out or underachievement
- Ensure effective communication and liaison to support students
- Provide destination information and other designated data to help inform College processes, policies and development plans
- Provide students with a clear line of sight to employment, self-employment or HE; developing their confidence and relevant skills in order to get there.
- Play a proactive role within the cross college pastoral team
- safeguard and promote the welfare, equality and diversity of all students at Cirencester College

	<b>This post is accountable for:</b>
<b>Ensuring students survive, thrive and progress</b>	Successfully enrolling and inducting students into the College and developing both a sense of belonging and the resilience to succeed here
	Ensure that key College information is communicated effectively & in a timely manner
	Insisting on high ambitions for all students.
	Contribute actively to College Induction Day and other student induction activities
	Actively supporting students to engage with and contribute to the life of the College & beyond
	<b>safeguarding</b> and promote the welfare, equality and diversity of all students
	Actively contributing to pastoral meetings to ensure best practice is shared and issues resolved.
	Providing pastoral care, guidance and support for students including taking or covering tutor groups as and when necessary
	Performance manage individual tutees against targets (for example attendance, CPGs and assignment completion), intervening and promptly following up risk indicators or concerns.
	Providing clear frameworks for students in terms of expectations, policies and rights.

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<b>Monitoring and intervening to support students at risk of drop out or underachievement</b>	To identify and act as first point of contact and referral for students 'at risk' of drop out or underperformance
	To take on allocated cross-college caseload work to support Tutors, course teams, Senior Tutors and Faculty Heads in actions to address students causing concern and at risk of dropping out
	Ensure the effective and proactive monitoring of individual student progress and prompt follow up of concerns. Initiate parent contact, meetings, warning letters and other key processes.
	To monitor student attendance rates on a daily basis and to provide effective early intervention for any student whose level or pattern of absence causes concern
	Insisting on high attendance for all students.
	Innovating and contributing to strategies to develop and share best practice in improving attendance and improving retention
	To refer and monitor take up of additional support
	Ensure that pathways for students requiring additional welfare services, including making external referrals, are clear and accessible
	To arrange and attend case conferences with students, staff and parents and to be available when required at Parents Evenings
<b>Ensuring effective communication and liaison</b>	To provide effective communication with Tutors and lecturers regarding student attendance issues and 'at risk' signals and to refer concerns to tutors and Senior Tutors at the appropriate stage
	To ensure effective communication with students and parents regarding behavioural and academic issues and to provide high quality customer service
	To liaise with Faculty Administrators, Student Journey, MIS, Site Security and other College staff to ensure effective communication and support for students
	To liaise effectively with external agencies, particularly in relation to concern, safeguarding and protection issues
	To communicate and record actions and referrals using appropriate systems accurately and effectively
	Ensure that pathways for students requiring additional welfare services, including making external referrals, are clear and accessible
	Use student voice and feedback to constantly refine and improve your practice and processes
<b>Providing destination information and other designated data</b>	To contact and interview students who have left College about destinations, produce destination and leavers data and contribute to the production of the College Destination Report
	To produce reports and data which help measure and track the impact of attendance levels on student success rates

<b>Providing students with a clear line of sight to employment, self-employment or HE</b>	
	Providing first-level progression guidance and support to students completing UCAS and employment applications. Writing UCAS and employment references when required
	Referring students to appropriate staff for more in-depth guidance and support
	To organise, support and monitor work placements for students. Complete Individual Learning Reviews to deadline.

	Using student voice and feedback to constantly refine and improve provision
<b>Playing a proactive role within the cross college pastoral team</b>	Taking a lead or leads on specific pastoral initiative or services
	Staffing the duty desk on a rota
	Checking and authorising course change application in weeks 1-6 weeks
	To contribute to the development and delivery of a range of support services, including health campaigns, enrichment and student interest groups
	To undertake effectively a range of administrative functions related to tutorial support and guidance
	To organise and supervise 'catch-up' sessions for students
	To be a member of the Enrolment Team on key dates in August
	Contributing to staff development where appropriate
	Undertaking such duties related to the work of the College as may be assigned, consistent with your level of responsibility

Annual targets for each element in this job description may be agreed annually with your Line Manager.

<b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>
<p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p> <ul style="list-style-type: none"> <li>• Student Feedback (inc student survey)</li> <li>• Parent feedback</li> <li>• Success Rate Data</li> <li>• Observation</li> <li>• CCO Stars records</li> <li>• Referrals to Senior Tutors</li> <li>• Student retention, attendance and destinations data</li> <li>• UCAS &amp; Reference quality</li> <li>• Feedback from staff</li> </ul>

## PERSONAL PROFILE

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Education/training to Level 3 or above</li> </ul>	Documented evidence of Continuing Personal Development
<b>SKILLS/ PERSONAL QUALITIES</b>	Excellent organisational (including time-management) and administrative skills	Any work-based training in customer care or relevant administrative systems
	Effective communication and telephone skills	Presentation Skills
	Excellent customer service skills and awareness	Data analysis skills
	Resilient. Able to deal professionally with challenging conversations and without becoming emotionally involved.	
	Ability to establish good rapport with young people and understand their needs	
	Effective 1:1 interview and listening skills	
	Effective team-working skills	
	Ability to work sensitively with students, staff and parents	
	A resourceful self-starter. Able to work effectively with minimal supervision	
	Able to analyse data	
	A willingness to take on new responsibilities and undertake further training	
	Suitable to work in a College environment in the presence of children, young people and vulnerable adults and to act accordingly.	
<b>EXPERIENCE</b>		Experience of working with 16-19 year olds in an educational or related context
		Experience in making risk assessments