

INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



INTRODUCTION

Application for the Post of: Progress Tutor

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is 9a.m. **Wednesday 27th September 2023**. Included in this pack is some information about the Exams department, an outline job description and a person specification.

For further details and to access the application portal please see below or visit www.wyke.ac.uk/about-wyke/staff-vacancies. If you have any queries about applying for the role, please contact personnel@wyke.ac.uk, or call 01482 346347.

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. Following short listing, we will endeavour to contact all applicants via email to advise them whether they will be invited in for an interview process.

Yours sincerely

Jenny Anderson

WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2200 students and around 220 members of staff. We offer a wide range of A Level courses as well as some highly successful vocational courses, and a small number of GCSEs.

Each A-level, GCSE or vocational course is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day is 9a.m. until 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. Some development activities take place on one of the Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Every member of staff has an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

TUTORING AT WYKE SIXTH FORM COLLEGE

Progress Tutors are pivotal to the success of our students, carrying a central responsibility for their guidance and support to facilitate their success.

In supporting students, we have:

- Work closely with parents, teachers and external agencies
- Track and monitor progress via our refined Ontrack system
- Deliver a high quality tutorial scheme of learning
- Support students to progress onto aspirational and positive destinations

Each tutor meets their groups each week along with a rolling programme of 121's. The tutors responsible for all students meet together regularly, co-ordinated by the Pastoral Directors. They contribute continuously to joint planning and development of the tutorial service. This cohesive approach to development is a key advantage of the multiple group system.

You will find the role description and person specification below. I hope you recognise for yourself an opportunity in this role. Wyke is engaged in an exciting period and we hope that you feel the time is right for you to join a group of highly committed people who share common goals, a deep respect for young people and a determination to enjoy their work.



JOB DESCRIPTION

Job Title :	Progress Tutor
Reporting to :	Pastoral Lead
Member of:	Tutor team and other meetings as agreed
Overall Purpose:	<p>As a Progress Tutor and advocate, you offer academic, learning and personal guidance to groups of students. You have overall responsibility for a student's programme of study, attendance and destination support post-College. You will act as the advocate of the student in representing their best route to success within the scope of their learning agreement.</p> <p>You will deliver tutorial sessions in line with the Pastoral SoW and will track and monitor student progress and behaviour.</p>
Policy and Procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.

Key Duties

Tutoring / Advocacy	<p>You</p> <ul style="list-style-type: none"> • Enrol students, guiding them to the most appropriate programme of study. • Guide students to success in their programme of study. • Exemplify respect in all your interactions with tutees and others. • Monitor student progress in ways which will inform and facilitate guidance for success. • Work with the Wider Pastoral management team and other tutors to: <ul style="list-style-type: none"> • Continuously review and improve processes of guidance and support of students which optimise success • Plan effective ways of meeting the needs and developing the aspirations and personal autonomy of students • Develop progressively more responsive and effective communication concerning guidance of students, including communication with parents/advocates; • Conduct regular 1 to 1 meetings with your students at intervals throughout their programme of study. • Act upon your understanding of your tutees' readiness for learning to assist and support them in being successful; • Receive, respond to and act upon referrals by teaching and other staff; • Interact continuously with teaching and other staff to ensure your tutees' needs are fully addressed; • Consult with and inform parents/advocates concerning tutees' progress, both through the College programme of consultation opportunities and responsively, as necessary; <ul style="list-style-type: none"> • Support students in <ul style="list-style-type: none"> • Being healthy • Staying safe • Enjoying and achieving • Making a positive contribution • Achieving economic well-being
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JOB DESCRIPTION

Tutoring / Advocacy	<ul style="list-style-type: none"> • Refer students to other agencies and sources of guidance appropriate to their needs; • Guide students through induction to the College and the opportunities and expectations available within it; • Write references for all your tutees and guide them in making applications for progression; • Guide students through the Next Steps process including UCAS, Careers, Gap Year and alternative pathways, ensuring that they make the most appropriate choices to meet their aims and produce the highest possible quality of application, co-ordinating your work with the Head of Careers; • Work with the office and support staff in the keeping and sharing of records concerning progress, achievements, guidance and significant interactions for your tutees.
Delivery:	<p>You</p> <ul style="list-style-type: none"> • Deliver a group tutorial programme, participating in planning and the design of materials; • Assess, record and report on the development, progress and attainment of students.
Other activities:	<p>You</p> <ul style="list-style-type: none"> • work with the liaison team to interview and offer course guidance to prospective students • provide support with lunchtime supervision on a rota basis • promote the general progress and well-being of individual students and of any class or group of students assigned to you; • provide guidance and advice to students on educational and social matters and on their further education and future careers; including information about sources of more expert advice on specific questions; making relevant records and reports; • make records of and report on the personal and social needs of students; • communicate and consult with the parents of students including attending consultation evenings, new parents' evenings, and open evenings as required; • communicate and co-operate with persons or bodies outside the college; • participate in meetings arranged for any of the purposes described above. • undertake continuing professional development as appropriate
Assessments and reports:	<p>You provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.</p>
Appraisal and Staff Development:	<p>You</p> <ul style="list-style-type: none"> • participate in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College's Articles of Government; • review from time to time your methods of teaching and programmes of work; • participate in arrangements for your further training and professional development;

JOB DESCRIPTION

Discipline, health and safety:	You maintain good order and discipline among the students safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
Staff meetings:	You participate in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.
Public examinations:	You participate in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.
Administration:	You <ul style="list-style-type: none">• participate in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials;• attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after college sessions.
Other duties :	This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.
Remuneration :	
Hours:	

PERSONAL SPECIFICATION

Essential Qualities	Desirable Qualities	Evidence Sources
Honours degree	Strong achievement at Level 3	Application (and certificates where appointed).
	Safeguarding Level 2 qualification	Application Certificates
Genuine care and respect for, and ability to ensure, the high achievement of students	Proven track record of demonstrating these things.	Application Interview
Genuine care and respect for, and ability to ensure, the welfare of students	Proven track record of demonstrating these things.	Application Interview References
Excellent communication skills and diplomacy	Experience of having previously handled sensitive issues is a professional capacity	Interview References
Enthusiasm and ability to build positive relationships with young people		References Application
Resilience and tenacity		Interview References
Balance and skill in the guidance of students		Interview References
Commitment to team-work and responsive organisation of work	Proven track record in both	Interview References
Ability to successfully manage competing demands and prioritise workload appropriately		Application Interview References
Understanding of and commitment to safeguarding and promoting the welfare of young people.	Training in safeguarding of young people	Application Interview

FURTHER INFORMATION CONTACT

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Wyke
SIXTH FORM COLLEGE

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