

**Connell Co-op College**

**Progress Tutor/Teacher**

**Fixed Term for one year**

**Term Time plus 5 days**

**Hours: 35 hours per week**

**Salary Scale: Grade 5 £22,183 - £25,481 pro rata**

**Start Date: 24th August 2021**

(The ability to be flexible on occasions is essential)

We wish to appoint an enthusiastic and hard-working Progress Tutor to be part of the College’s journey to becoming a truly outstanding establishment. They will have excellent communication skills, thrive on working as part of a team and be ready to meet new challenges. **As a growing College we would welcome applications from those who would like this role with a part time teaching element (NQTs welcome). Applicants should refer to our website to see the courses that we currently offer and can contact us for an informal conversation to discuss more**

In return an excellent career and professional development offer is at the heart of the College’s commitment to you. In addition you will have the opportunity to link with other Co-operative Academies across the North West. Our core co-operative values define us. Every member of staff follows our ‘Ways of Being’;

• Do what matters most • Be yourself, always • Show you care • Succeed together.

Employee benefits include:

• Local government pension scheme  
• Childcare vouchers  
• Co-operative flexible benefits, including cycle to work  
• Co-operative credit union  
• Health-care cash-back scheme  
• Season ticket & rental deposit loans  
• Discount on various Co-op branded products

Connell Co-op staff have the rare opportunity to be a catalyst for social change by transforming the lives of the young people in the communities that we serve. Small class sizes and access to the full range of learning resources empowers our teachers to add significant value to every student and ensure that they enjoy learning, excel in their chosen subjects and exceed prior expectations. If you share our belief that poverty and deprivation should never limit the quality of a young person’s educational experience or their levels of achievement, then we would love to hear from you.

Application form, job description and person specification can be found on our website: [www.connell.ac.uk](http://www.connell.ac.uk). Completed applications should be returned via email to

Chris Butterfield, PA to the Principal: [chris.butterfield@coopacademies.co.uk](mailto:chris.butterfield@coopacademies.co.uk)

**The closing date for applications is: 9:00am on Monday 17th May 2021**

# **The role**

To provide support to students and work with students (individually and in groups) to focus on their learning and study skills, enabling them to achieve their full potential and progress successfully from the College to HE or employment. To provide operational support to the Director of Student Progress, as appropriate, and to work with colleagues within the Progress Tutor team flexibly and as required.

# **Duties and responsibilities**

* To be responsible for the progress, performance and wellbeing of a caseload of students taking all measures necessary to ensure they meet and then exceed their college minimum expected grades.
* To track and monitor levels of attendance and retention, taking immediate action by liaison with teaching staff, students and parents to improve attendance and punctuality and thereby boost their achievement. Use the college’s electronic information system to record student data.
* To deliver an agreed induction and tutorial programme, to include any specified qualification aim, careers and higher education information, education, advice and guidance.
* To be part of the college Safeguarding Team and carry out duties as directed.
* To support Careers events and trips that enhance students’ progression opportunities.
* To conduct a programme of one-to-one academic monitoring interviews with students, and having oversight of the students’ progress relative to minimum expected grades, liaising with parents and staff, as appropriate, to ensure timely and relevant interventions, where this progress is below expectations.

* To conduct small group interventions as appropriate.
* To provide advice and support to students following the publication of external examination results.
* To advise students on the completion of Higher Education and employment applications and be responsible for coordinating and ensuring quality academic references in conjunction with subject teachers.
* To provide information and offer impartial advice/guidance on future plans, and facilitate access to specific careers advice where more specialist knowledge is needed.
* To participate in appropriate college activities, which include welcome evenings, open evenings, parent evenings, enrolment and induction.
* To refer students, where appropriate, to additional learning and specialist support.
* To be involved in school liaison and in interviewing prospective students.
* To help with the change of course process.
* To implement the student Mind-set for Learning/Fitness to Study process.
* To attend Progress Tutor meetings, and meet regularly with the Directors of Student Progress to discuss individual student guidance and support issues and concerns.
* To attend all meetings and training specific to progress tutoring.
* To develop own expertise that will benefit the whole pastoral/student support team.
* To attend any necessary training and/or development as the role demands.

**The duties of this post may vary from time to time without changing the general character of the post or of the level of responsibility within it.**

**This post is subject to an enhanced DBS check.  We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.**

[*Connell Co-op College Child Protection and Safeguarding Policy*](https://www.connell.ac.uk/wp-content/uploads/2020/09/Child-Protection-and-Safeguarding-policy-Sept-2020.pdf)

**Person specification**

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|  | **Essential** | **Desirable** |
| ***Qualifications, Training.*** | Minimum 5 A\*-C GCSEs including English and Maths. | Any other relevant qualifications or training. |
| ***Relevant experience.*** | Experience of working with young people.  Experience of delivery to groups in any setting.  Managing workload and meeting strict deadlines. | Experience of working in education. |
| ***Knowledge, skills, abilities.*** | Ability to support with pastoral strands  Ability to work under pressure and stay calm at all times.  Self-confidence and the ability to deal with difficult situations.  A thorough, meticulous approach to all tasks.  Self-motivated.  Excellent oral and written communication skills.  Excellent organisational skills.  Empathetic towards students and staff.  A total commitment to issues of confidentiality and ensuring that others do so.  Ability to work as part of a team.  Ability to plan, organise and prioritise work schedule.  Very good ICT & admin skills |  |
| ***Safeguarding*** | Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.  DBS clearance. |  |
| ***Others*** | Commitment to the aims and ethos of the College.  Willingness to carry out duties at College afternoon or evening events and occasionally at weekends.  Smart, professional appearance.  Ability to show tact and discretion.  Willingness to represent the College.  Flexibility and a willingness to be involved in change as the College develops.  Commitment to further training and development.  A genuine commitment to improving the quality of provision for students and staff at the College.  A positive approach to challenges. | Willingness to be involved in extracurricular activities |