JOB DESCRIPTION

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

JOB TITLE: Personal Tutor

JOB PURPOSE: To be a tutor to groups of students, support their academic, social and personal development, perform the administrative duties required of the role and ensure they have excellent attendance and achievement.

RESPONSIBLE TO: Director of Studies

MAJOR TASKS:

1. To introduce new students to the college ensuring they understand their timetable, the obligations and opportunities available to them and settle in as quickly as possible.

2. To interview prospective students and allocate courses to students new to the college, giving appropriate advice and guidance ensuring that the agreed programme matches the student's ability and fits with his/her career aspirations.

3. To discuss any change to a student's Programme of Study having consulted with teaching staff and the students Director of Studies, ensuring that the student is aware of the implications of such a change and then to pass this information on to the relevant Director of Studies for action.

4. To ensure that all students are aware of their rights, responsibilities and methods of communication, and complete other necessary important administration including Learner Agreements, Statements of Examination Entry, Questionnaires.

5. To keep a clear record of tutorial work on the Student Record card system, such as those relating to absence in line with the College's Attendance Policy and Procedures.

6. To ensure excellent levels of student attendance through proactive monitoring as well as responding to concerns about student attendance, consulting parents and teaching staff as necessary and following these up, referring matters to the Director of Studies, if necessary.

7. To review with students on a regular basis their progress in academic work, progression, enrichment and extra-curricular activities and to take steps to ensure high levels of student achievement, including through developing their skills of independent study.

8. To counsel students with problems and difficulties that arise in their programmes of study or in their lives outside College and which have a bearing on their progress and to refer students to appropriate sources of information, guidance and support.

9. To act upon any safeguarding and child protection concerns which may arise, reporting them directly to the students Director of Studies.

10. To inform subject teachers (and Director of Studies if necessary) where problems exist which have, or may have, an influence on a student's work and to establish appropriate courses of action and maintain contact with parents where appropriate.

11. To advise about and monitor students' applications to employment, further education or higher education, referring students on to Student Services and outside advisors as necessary.

12. To prepare draft and final references for all students in the tutor group.

13. To provide appropriate learning opportunities in tutorial time on topics provided and to develop tutees study skills in order to facilitate their learning and progress at college.

14. To inform MIS staff of any changes in a student's circumstances including home address and parent contact address and telephone number, and to supervise the checking of information held on the College Database.

15. To participate in procedures to develop and improve tutorial policy, and ensure the quality of the programme.

16. To attend Parents Evenings, Careers Events and Open Events.

17. To keep abreast of best practice in tutorial policy and undertake training necessary to develop skills and awareness, including attending personal tutor meetings.

GENERAL RESPONSIBILITIES

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.

2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.

3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.

4. To comply with all other College policies and procedures.

5. To undertake continuing professional development.

6. To support the College with invigilating formal and informal examinations, and other administrative tasks that facilitate the successful running of the College, as and when necessary.

7. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

Hereford SIXTH FORM COLLEGE

PERSON SPECIFICATION

JOB TITLE: Personal Tutor

Requirements	Essential/Desirable
Education and Training	**Essential** A level 3 qualification i.e. 2 or 3 A levels or equivalent
Knowledge/ Experience	**Essential** Significant successful experience of delivering advice and guidance in an educational or related environment **Desirable** Experience of working successfully with students and a commitment to ensuring they fulfil their potential Teaching experience Student guidance experience Experience of speaking to groups
Skills/ Aptitude	**Essential** Ability to motivate, engage and connect with young people Enthusiasm and ability to learn quickly Ability to work on own initiative and as part of a team and to prioritise High level of confidentiality and discretion Ability to communicate effectively at different levels e.g. with students, parents, subject teachers and external organisations both orally and in writing Excellent administrative, organisational and record-keeping skills Ability to work calmly under pressure with changing priorities Ability for and commitment to the use of ICT as an evolving tool to improve the students' learning experience
Other factors	**Essential** Patience, empathy, affability and positivity i.e. a 'can do' attitude Reliability, determination and commitment Resilience, adaptability and confidence Commitment to equal opportunities, inclusion and safeguarding Commitment to ongoing personal development and training