



# STAFF VACANCY

## PROGRESS TUTOR

TO COMMENCE AS SOON AS POSSIBLE



### Mission

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to promote a high quality education within a community based on Gospel values.

We provide the opportunity for each person to develop spiritually, morally and intellectually and we welcome students and staff of all faiths.



**Holy Cross College**  
*Catholic Sixth Form College*  
*and University Centre*

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**Principal** Ms C Vitti

June 2025

Dear Applicant,

Thank you for your interest in the post of Progress Tutor at Holy Cross College.

As a Catholic College for the Community, we welcome staff and students of all faiths. We strive continuously to maintain and further improve our success within a friendly, supportive and caring environment through the commitment and enthusiasm of our incredibly dedicated, caring and expert staff.

We have a first-rate system of pastoral care and support, with specialist tutors to guide our students through their studies and achieve their goals. All of these elements were highly praised in our Ofsted report where we were rated "Good" for some judgements and "Outstanding" for others, including Behaviour & Attitudes, Personal Development and provision for High Needs students.

We see our students as unique individuals and we do all that we can to encourage them to develop a wide range of interests as well as pursuing their particular gifts and talents – so enrichment is particularly important here.

We run a highly successful University Centre with two partner universities. There are only limited references to this in the Job Pack because our primary need is for excellent A Level teaching, but there is no doubt that this HE element to our work adds something important to the atmosphere at college.

Set out below is a job description and person specification relating to this vacancy, together with some additional information about the College. If you wish to learn more about the College, individual courses and examination success please look at our website: <http://www.holycross.ac.uk>.

If you feel you meet the requirements of the post and are inspired by the prospect of taking up this important role at Holy Cross, so crucial for the College in so many ways, I hope you will apply to join us. Completed applications should be returned to the Human Resources Department (by email only) **by 8.00am on 23<sup>rd</sup> June 2025**. Interviews will take place on 30<sup>th</sup> June 2025.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

Yours faithfully

Carina Vitti  
**Principal**



## Background to the Pastoral Team

Progress Tutors are the main point of contact with responsibility for the academic and personal development of their allocated groups of students. There are robust systems in place for Progress Tutors to monitor student attendance punctuality and progress. In addition, it is the responsibility of the Progress Tutors to identify and coordinate the support provided to vulnerable students and to liaise as required with other professionals that may provide support in-house or from external agencies as appropriate and with due regard to safeguarding and Prevent duties.

Progress Tutors do not undertake curriculum teaching, and their focus is on supporting the progress of a cohort of approximately 240 students (9 tutor groups). Each tutor group meets for a weekly tutorial which covers a wide range of PHSE topics, study skills, employability skills plus careers, education and guidance. The remainder of the Progress Tutors' time is for supporting the students individually and collectively in various ways, including liaising with other staff, contacting parents/carers, working with outside agencies etc.

Progress Tutors are responsible for collating and completing all student references whether for university, employment or apprenticeships. There are specific activities for students who are aiming high in both academic and non-academic fields, ranging from Oxbridge preparation to sports and music bursary schemes.

Progress Tutors are also responsible for liaising with parents/carers as required to resolve any issues and they are required to provide impartial advice and guidance at key stages including enrolment and throughout the year.

The College is committed to providing training to all staff as part of the induction process and as identified in the annual Performance Development Review (appraisal) process. All Progress Tutors are required to undertake appropriate levels of both Safeguarding and Prevent training.

The Pastoral Team is led by the Assistant Principal (Students). The work of the Progress Tutors is overseen by Senior Pastoral Leads. Urgent and difficult cases are dealt with collaboratively, using the expertise of the wider Pastoral Team and the Pastoral Council.



## Job Description

**JOB TITLE:** Progress Tutor

**PURPOSE:**

- To play a role in the safeguarding of students and in promoting a safe culture in college.
- To be the main contact for an allocated group of students in respect of all pastoral, safeguarding and academic matters.
- To monitor academic progress, attendance, punctuality and the holistic development of all students in the allocated tutor groups.
- To assist in setting targets with students in order to raise achievement.
- To direct students to appropriate learning support by close monitoring of progress and achievement across the range of components that make up the students' course, in particular their chosen academic courses.
- To give impartial information, advice and guidance on a wide range of matters ensuring appropriate referrals to specialised staff as necessary, including; Senior Leadership Team, Curriculum Leaders, Learning Support Manager, Careers, Counsellors, or Lay Chaplain.
- To attend, when necessary, relevant meetings with relevant external agencies such as the Multi Agency Safeguarding Hub, Healthy Young Minds, Early Break and the Police where support for the student is essential.
- To attend a weekly Teaching and Learning meeting to discuss teaching strategies, tutorial session planning and Schemes of Work
- To be responsible for producing the College UCAS and employment references for students in their care based on information from subject staff, personal knowledge of the student and evidence collected from the individual student.
- To ensure effective interventions are in place to support academic and personal development that enable all students to achieve their full potential.
- To hold case conferences, when necessary, with students, parents/carers, Assistant Principal (Students) and external agencies.
- To deliver the tutorial programme to allocated tutor groups and be responsible for adding and creating new resources for the Tutorial programme

**REPORTING TO:**

Assistant Principal (Students) and Senior Pastoral Leads.

**RESPONSIBLE FOR:**

Allocated tutor groups of students

**LIAISING WITH:**

Students, parents/carers, AP (Students), Safeguarding Officer, Senior Leadership Team, Careers and HE Advisors, Learning Support Manager, Welfare and Wellbeing Officer, Admissions & Marketing Manager, Examinations Manager, Curriculum Leaders and other Coordinators as appropriate, School staff and other external agencies as appropriate.

**HOURS OF WORK:**

36.25 hours per week, usually between the hours of 8.00 a.m. to 4.30 p.m.

Days worked to be agreed with line manager. 39 weeks plus additional 3 days (198 days per annum, pro rata).

Postholders will be required to work the additional 3 days, outside of term-time, to be available for post exam support as required (for example to support and advise students on Results Day in August - or at other results dates throughout year).

## **SALARY:**

Points 13 to 17 of the Support Staff Salary Spine currently pro rata to £29,723 - £32,936 per annum.

Actual pro-rata salary £25,958 - £28,764 per annum

## **MAIN DUTIES:**

### Operational/Strategic

- To comply with college policies and procedures, including Progress, General Data Protection Regulations, Safeguarding, Health and Safety, Prevent, Equal Opportunities and the Information Security Management Code of Practice.
- To uphold and reflect the College's distinctive ethos and mission (refer to Ethical Leadership Framework)
- To play a role in the enrolment of new students and the transition of new students into college.
- To get to know students within their group, to establish a group identity and be approachable and respect confidentiality.
- Identify and explain the role of Progress Tutor to students and their parents/carers.
- To act as the key point of reference for students with regards to any pastoral, safeguarding or academic matter.
- To provide impartial information, advice and guidance on a wide range of matters in accordance with the college ethos and to direct them to appropriate College staff or/and outside agencies as appropriate in respect of matters relating to careers, personal welfare, bursary funds, finance etc.
- To play a role in the development and implementation of systems for recording and monitoring student progress.
- To develop the time management and organisational skills of their tutees with respect to monitoring progress and target setting.
- To encourage students to become involved in a wide range of extra-curricular activities by ensuring they are aware of such opportunities e.g. Sport / Drama / Work Experience / Community Service / Charities / Chaplaincy.
- To monitor attendance and punctuality on a regular basis and take appropriate action to inform parents/carers of any deteriorating pattern as early as possible.
- To promote the commitment of all students to their programme of study.
- To effectively monitor and operate the College Intervention system at all levels in conjunction with Subject Tutors, Curriculum Leaders, Assistant Principals, Deputy Principal and parents/carers as required.
- To organise and chair case conferences involving staff and parents/guardians, in accordance with advice and guidance from the line manager, AP (Students).
- To collate and complete the student UCAS reference using the College IT network based on information from subject tutors, talking to the student, their planner and general file.
- To meet with parents/carers at Open Evenings, Parents' Evenings and Information Evenings as requested.
- To be available for post exam support as required (for example to support and advise in August - or at other results dates throughout year).
- To undertake liaison between college and specified High Schools as advised by the Admissions and Marketing Manager. This will involve attending some Open Evenings, Parents' Events or Careers Information Nights during the year to talk or give a presentation about the College and the curriculum on offer.
- To contribute to achievement of college targets as set in the strategic plan and to the development of the departmental Quality Improvement Plan.
- To assist in the organisation of students prior to external examinations as requested by the Examinations Officer.
- To assist in the smooth running of College events such as Induction and Presentation Evening.
- To help promote the role of the student executive committee in the College.
- To contribute and take part in activities such as assemblies and One World Week etc.

### Curriculum Provision and Development

- To deliver weekly tutorial sessions to an allocated number of tutor groups and to contribute to the development of resources as appropriate.
- To make effective use of the pastoral log and record interventions /discussions with students, parents/carers etc as part of the pastoral provision.
- To assist in the assessment of students' individual learning needs.

### Staffing

Staff Development

- To take part in staff development as appropriate.
  - To take part in the College's Performance Review process
  - To assist in the induction of new staff as appropriate.
- Deployment of Staff
- To provide cover for other Progress Tutors as appropriate.
  - To complete welcome, morning break and lunchtime duties as designated by the current AP (Students).

#### Quality Assurance

- To assist the Senior Leadership Team in setting high standards and ensuring a consistent approach across each division in terms of student entitlement, administrative procedures, recording and policy implementation.
- To monitor rigorously student KPI data (attendance, punctuality and progress) and the impact of interventions intended to support improvement or development.
- To ensure the effective operation of quality control systems in the area.
- To monitor the effectiveness of all procedures through survey and discussion with students, staff and parents/carers.
- To review and set targets in response to issues raised through the quality assurance systems.

#### Management Information.

- To provide information to CIS in respect of student progress, achievement, attendance and punctuality.
- To promote commitment to programmes of study and effectively challenging requests for course changes.
- To implement efficiently course changes authorised by the Assistant Principal (Progress).

#### Communications

- To ensure effective communication with students and ensure they are receiving and responding to college messages given by letter, bulletin, messaging etc.
- Ensure the weekly student bulletin is communicated to all students so that they are kept fully informed of all key messages and current/future activities and events.
- To encourage parental/carer contact through e mail, telephone and the Connect parent portal
- To attend meetings in accordance with the College's meetings schedule.
- To liaise with staff, students and external agencies where appropriate.

#### Resources

- To ensure the Progress team offices are kept tidy and to a high professional standard.
- To ensure that the pastoral classrooms provide a tidy, informative working environment

#### Other

- Any other duties of an equal nature as requested by the Principal or his/her delegated alternate.



## Person Specification

Progress Tutor	Essential	Desirable
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Enhanced clearance through the Disclosure and Barring Service (DBS).</li> <li>• Medical Clearance. Note: both of the above would follow an initial offer of appointment.</li> <li>• Two satisfactory references.</li> <li>• Satisfactory record of attendance (subject to the requirements of the Equality Act).</li> <li>• Ability to meet the requirements of the Asylum and Immigration Act (in as much as you must be eligible to work in the UK).</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 5 (HND, Foundation Degree), or equivalent in an appropriate subject.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 6 (degree level) qualification or equivalent in an appropriate subject.</li> <li>• Level 6 teaching qualification (e.g. PGCE, CertEd, DTLLS), or willingness to undertake one if required, or appropriate alternative experience.</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to produce written records to a high academic standard with good levels of grammatical accuracy.</li> <li>• Familiarity with general Microsoft IT packages such as word and PowerPoint.</li> <li>• Understanding of Pastoral Systems.</li> <li>• First Aid qualification or a willingness to undertake one</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge or experience of working in a post 16 educational organisation.</li> <li>• Knowledge of UCAS application procedures.</li> <li>• Knowledge of Safeguarding legislation, guidance and procedures.</li> <li>•</li> </ul>
<b>Skills and qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the ethos of the college.</li> <li>• Positive attitude towards young people.</li> <li>• An excellent record of attendance and punctuality (demonstrated through previous attendance record).</li> <li>• Ability to meet deadlines.</li> <li>• Excellent communication skills, orally and written (must be able to compile a high quality reference for employment or university)</li> <li>• Excellent presentational skills, orally and written.</li> <li>• Excellent organisational and planning skills.</li> <li>• Ability to relate well with staff and students (16-19)</li> <li>• Ability to work under pressure.</li> <li>• Good team working skills.</li> <li>• Ability to motivate staff and students.</li> <li>• Flexibility and adaptability.</li> <li>• Time management skills.</li> <li>• Problem solving skills.</li> <li>• Commitment to Equal Opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Persuasive skills.</li> <li>• Ability to innovate.</li> <li>• Willingness to undertake relevant training.</li> <li>• Patience.</li> <li>• Persistence.</li> </ul>



# General College Information

## Working at Holy Cross College

We believe Holy Cross Sixth Form College is a great place to work as we genuinely care about all our staff and want them to be happy working here. In return our staff can expect:

- Generous holiday entitlement
- Option to apply for sabbatical leave
- Family friendly policies
- Free car-parking (on and off-site)
- Automatic enrolment into the Teachers' Pension Scheme / Local Government Pension Scheme
- Excellent opportunities for CPD and individualised induction programmes for new staff
- Cycle to work scheme (subject to terms and conditions)
- VDU eye sight test vouchers (subject to terms and conditions)
- Various health and wellbeing benefits (including an on-site gym, staff well-being initiatives, staff badminton and football)
- Counselling service – face to face counselling as well as access to a confidential telephone counselling service

Staff at Holy Cross benefit from working in a well maintained and resourced environment with good terms and conditions of employment. We provide benefits in excess of the statutory minimum in respect of maternity, paternity, adoption and family/personal leave to assist staff in successfully balancing the demands of their personal and working lives.

We start the year with a Mission and Ethos Day and staff BBQ, have a staff retreat for new starters, and at the start of the summer term we have a Community Day, which enables staff to come together outside their usual working environment. In recent years this has involved staff opting into a variety of off-site activities, to engage socially and re-charge their batteries!

Free car parking is available on the college site and, although limited, additional off-site parking is available at a local Sports Club. Staff also have free access to the library resources and to internet and email, though any such use must be in accordance with the College's Information Security Management Policies.

## How well do our students achieve?

The 2024 exam results indicate:

Pass rate at A level is 98%

11 students achieved at least 4 A\*/A grades at A Level (including EPQ)

479 individual A\*/A grades achieved

1090 individual A\* - B grades (high grades) achieved in total

Pass rate for Level 3 BTEC Extended Certificate is 100%

95% high grades across all subjects (DS\*, DS and M)

Pass rate for Level 3 BTEC Extended Diploma is 100%

100% high grades (DS\*, DS and M)

For BTEC Level 3 qualifications, 129 individual DS\*/DS grades were achieved

205 DS\*, DS and M grades earned in total by our students

Strong Value Added scores for A Level and Vocational Courses

## **Past and Present**

Holy Cross has its roots in 1878, the year in which a group of religious sisters - the Daughters of the Cross – left Germany as a result of the Kulturkampf and were welcomed by Bishop (later Cardinal) Vaughan to the Diocese and to Bury. Originally there was a small parish school – Holy Cross School – which developed into a Convent school, which grew into a large Grammar School for girls – Bury Convent Grammar School – and, in 1979, Holy Cross College, a mixed Sixth Form College, came into being.

We have grown even further since then, and now have over 2350 16-19 students and a University Centre with 200 undergraduates (and a small number of postgraduates), still on the original site. In 2009 the Daughters of the Cross closed their convent in Bury, and are now under the Trusteeship of Salford Diocese, but we still have important links with the Congregation.

We are very proud of our reputation for academic excellence, and pastoral care. Despite the many changes in post-16 education over recent years, including changes of emphasis in inspection regimes, we are committed to maintaining and developing this reputation, and we aim to provide a safe and secure Christian environment for all our students, respecting those of all faiths. We are also financially very secure – having been rated once again by ESFA as Outstanding in this respect – and have exceeded once again all our recruitment targets and grown strongly.

We are a college with a great past, therefore, and a very secure future!

## **Music and Drama**

The College encourages students (and staff) to take part in the exceptionally wide range of musical and dramatic activities available at College. These include annual musical theatre productions, biennial operas, choirs, the orchestra and small instrumental ensembles. Concerts are given at regular intervals, and there are many theatre visits, international choir trips, choral scholarships and an international artist masterclass series. In recent years we have put on “Sweeney Todd”, “Miss Saigon”, “Hansel and Gretel”, “Phantom of the Opera”, “Dido and Aeneas”, “The Sound of Music”, “The Wizard of Oz”, “Fiddler on the Roof”, “Les Misérables”, “West Side Story”, “Oliver” and Shakespeare’s “A Midsummer Night’s Dream”. If you are interested in musical or dramatic activities then you won’t be disappointed.

## **Sport**

At Holy Cross we also have high sporting reputation and offer a wide range of activities for students to enjoy at recreational and/or competitive level. British Colleges Sport, North West Colleges and governing body competitions are entered and we have college teams in football, rugby, netball, hockey and basketball, badminton, tennis, athletics, table tennis, golf, trampolining, cross country and swimming. Facilities on site include a Sports Hall, recreational area and free use of a gymnasium (where personal training programmes can be devised), staff football and badminton.

## **Religious Education**

As well as being involved in many areas of College life, the RE Department also teaches the Core RE course, which all students attend for one lesson each week. The course covers a wide range of topics, always with the idea of helping students to explore their faith, philosophical and ethical issues, the world around them and understand better their own human nature.

## **Chaplaincy**

We have a full time Lay Chaplain (our local Parish Priest is our Priest Chaplain and indeed we are fortunate to have many local priests coming to celebrate Mass for us, usually on a weekly basis and for Holy Days.) The Chaplaincy is available to all and runs many activities – in addition to Morning Prayer, Adoration and Meditation opportunities there are voluntary opportunities for retreats (including an annual Staff Day Retreat) and the annual pilgrimage to Lourdes to help the sick, with the Diocese of Salford.

As stated in our Mission, we welcome staff of all faiths. Colleagues celebrate religious festivals and particular events in the college calendar, for example, the start of a new college year, by joining together for Mass.

## **Caring for our Students**

Pastoral care is a major priority at Holy Cross and underpins all that we do. We aim to support students throughout their time with us and to help them to make the right decisions when they leave us. Progress Tutors keep a careful watch on individual student progress and are also someone for students to turn to if they have difficulties.

Discussions relating to academic progress take place regularly between students, Subject Tutors and Progress Tutors, and resulting action plans which arise from these discussions give students and their parents valuable information on what students need to do to achieve their full potential. All of our staff have a role in caring for our students.

## **Private Study**

All students have time when they are not timetabled for lessons, and we encourage them to make good use of this. We have fantastic Library staffed by professional chartered Librarians providing a wide range of facilities such as online resources, E-books, 65 networked computers plus 24 wireless networked laptops and study facilities and, of course there are books.

The College's Open Access I.T. suite contains over 80 PCs in a state-of-the-art, air-conditioned environment, available for use during term time.

The Learning Support Department, to which all students have access is based in the Marie Therese building. There are areas which students can use for private study, which are sometimes staffed, and a number of smaller subject resource areas.



## **Parents/Carers**

Our partnership with parents/carers plays an important part in our success. There are parents' evenings and written reports, and we make individual contact with parents if there is a problem. Parents/carers are welcome to contact staff at any time.

## **College Structure**

The structure of the College would fill a complete booklet of its own, but in simple terms there is the Principal, a Deputy Principal and Vice Principal (Finance and Resources). There are also Assistant Principals who have responsibility for Curriculum, Quality and Students respectively. There are in addition, a wide range of non-teaching posts and posts of responsibility held by staff in addition to their normal roles.

## **University Centre**

In addition to our sixth form work, the college has for the last nineteen years had a University centre. Currently we have around 200 students, some full time and some part time, although most teaching is focussed in the afternoon and evening. We collaborate with two partner universities, Liverpool Hope and Edge Hill and students generally take BA, BSc or MA degrees with a small number also doing Foundation degrees.

## **Unions**

The Unions recognised by the Governing Body are: UNISON, NEU (NUT/ATL), NASUWT and ASCL. The Principal holds regular meetings with the College Union representatives.

### **Miscellaneous**

The college operates a no-smoking / vaping policy across the entire college site.

Holy Cross is located in Bury, Greater Manchester. To read about our town please view:

<http://www.visitbury.com/>