



<b>POST</b>	ACHIEVEMENT SUPPORT TUTOR
<b>RESPONSIBLE TO</b>	HEAD of STUDENTS
<b>PAYMENT</b>	The appointment will be made on the Sixth Form Colleges' Employers' Association Support Staff pay spine points 14 to 18 £30,119 to £34,033 p.a. pro-rata. Full time, term time only + 10 days. Actual pay will be support spine pay point 14 (0.881FTE) to 18 (0.889FTE) - £26,534 to £29,983 p.a.
<b>START DATE</b>	The post will commence 21 <sup>st</sup> August 2025

**\*Applications from all faiths are welcomed\***

**Purpose of the Post:**

The College is seeking to appoint a well-qualified, high performing and enthusiastic individual to the Achievement Tutor post, who will lead and inspire students.

The Achievement Tutors (ATs) motivate, energise and challenge students to stretch their potential to the full. The ATs also act as a coach, providing students with individualised support and relentless positivity, whilst also signposting to appropriate internal and external career development events, to ensure students have a full experience of College life.

At Notre Dame Catholic Sixth Form College each individual student is central to all our endeavours. Each Achievement Tutor has sole responsibility for a number of tutor groups, delivering the weekly hour tutorial programme and will also live out our commitment of 'high support and high challenge' for every student to be 'the best they can be'.

As an Achievement Tutor you will be expected to demonstrate a consistent commitment to the guidance and challenge of students. You will help set and review learning targets, track student attendance and achievement through data monitoring, deliver the tutorial programme, agree motivational targets, manage 1-1s and produce student progress reviews. Where students are on T Levels, you will help set and review learning targets, track student attendance and achievement both when in college and when out on placement through data monitoring. You will also be an additional point of contact for the employers whilst students are on placement. You will be responsible for overseeing the timely completion of students' university and other progression applications and completing related references. You will be expected to work flexibly to ensure that the responsibilities of the role are fulfilled effectively.

The Achievement Tutor team have a very friendly and professional atmosphere within the department and a strong emphasis on encouraging a positive rapport between staff and

students in the pursuit of academic success. There is a wealth of experience and professional knowledge and an encouragement to undertake CPD.

## **MAIN Duties and Responsibilities**

### **Individual student progress reviews and action planning**

- Motivate and energise young people, act as coach to provide students with individualised support and challenges which will stretch their potential to the full.
- Monitor and support the progress of all tutees using the College assessment data tracking system, providing every tutee with supportive and focused 1:1 reviews.
- Manage and prioritise 1:1 reviews/interviews as required.
- Monitor the attendance and punctuality of students in line with college expectations.
- Oversee a cohort of students with attendance concerns, in conjunction with the Senior Tutors intervention plan.
- Deal promptly and appropriately with curriculum concerns and referrals in relation to individual student progress.
- Use Cedar effectively to ensure a 'live' and accurate record of any meeting/concern/commendation is provided.
- Ensure students' completion of Individuated Learning Plans on Cedar (college system).
- Refer students to other agencies where appropriate - e.g., careers team, Learning Support, college counsellor etc.
- Deal promptly with concerns raised by students and where necessary, refer them to the next stage.
- Support and guide students with application processes, including UCAS.
- Complete high-quality references for all tutees in tutor groups.
- Develop an effective and supportive partnership with parents/carers by regular and appropriate contact and meetings.
- Liaise regularly with Head of Students and Senior Tutor to discuss any issues.
- Follow the Safeguarding policy, making prompt referral to the DSL regarding safeguarding issues.

### **Tutorial programme**

- Establish a tutor group identity and develop a rapport with individual students.
- Deliver the tutorial programme as planned for all assigned tutor groups.
- Assist the Head of Students with the delivery of assemblies.
- Support students in their career and progression planning, advising them on how to access guidance on making informed choices.
- Cover for absent tutors if required.

### **Other duties**

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy.
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- To attend meetings in accordance with the College meetings' schedule.
- To adhere to all policies and procedures of the college
- Assist with cross college events such as charity fund-raising and social events during the year.
- Contribute to the interviewing of students as part of the enrolment process.

- Contribute to the induction of new students.
- Be available to monitor student behaviour during college breaks and lunch time.
- To undertake any other duties that may be reasonably assigned by the Principal

The job description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or responsibility in detail. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder. All College employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the College and its students

## PERSONAL AND PROFESSIONAL REQUIREMENTS

Referees will be asked specifically to comment on the attributes below.

The ability to meet the person specification will be verified by the application, interview, task, certificates and references as appropriate.

### Method of Assessment

A = Application    I = Interview    T = Task    C = Certificate/s    R = Reference

Essential	Method of Assessment
• Educated to a minimum of Advanced Level or equivalent	A, C
• Relevant recent work experience with Sixth Form Students or similar aged young people	A, I, R, T
• Knowledge of Sixth Form Education and options for progression	A, I, R, T
• Evidence of effective communication skills with a range of people including external agencies	A, I, R, T
• Working knowledge of progression routes/options for students post-16	A, I, C, R
• Flexible working commitment, including out of term time	A, I
• Ability to enthuse, inspire and motivate students	A, I, R, T
• A high level of motivation with a positive 'can do' attitude and flexible approach	A, I, R, T
• Have an ability to set and achieve high standards for themselves and students	A, I, R, T
• Have a commitment to a student-centred approach to the learning process	A, I, R, T
• Have an ability to manage student progress and achievement and complete all relevant documentation	A, I, R, T
• Ability to use ICT to enhance teaching and learning	A, I, R, T
• Ability to adopt a creative and imaginative approach to developing resources	A, I, R, T
• Be relentlessly proactive with students, staff and all members of the College community	A, I, R, T
• Ability to work under pressure, have a sense of humour, be able to keep issues in perspective, celebrate success and address under productivity.	A, I, R, T

• Excellent organisational and administrative skills	A, I, R,T
• Excellent presentation skills	A, I, R,T
• Excellent literacy skills	A, I, R,T
• Ability to input and analyse data effectively. Competent IT skills	A, I, R,T
• Excellent record of attendance and punctuality	A, R
• Be willing to undergo further personal/professional development	A, I
• Commitment to Safeguarding and promoting the welfare of young people	A, I, R, T
• Display and support the values, attitudes and behaviour consistent with the Catholic ethos of the college	A, I

### **Desirable**

• Degree or equivalent qualification	A, C
• Experience of working in a successful department	A, I, R

## **COMPLETING YOUR APPLICATION FORM**

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality, we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. This post is also subject to a satisfactory Social Media Check. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: 9am on Monday 16<sup>th</sup> June 2025**

**It is intended that interviews will take place as soon as possible after the closing date.**

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post

### **About Notre Dame Catholic Sixth Form College**

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is

built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2,300 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

### **An Outstanding College**

We are very proud our recent Ofsted inspection has again graded the College for all areas as **Outstanding** demonstrating a sustained track record of outstanding both academically and pastorally. Our results at A level and BTEC/CTEC as measured by ALPs are consistently outstanding, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

### **Our Community**

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

## **What our staff say about Notre Dame Catholic Sixth Form College**

*“Being a new member of staff what I have enjoyed most about the environment is the diversity. Students from such a variety of backgrounds provided an opportunity within the classroom to gain different perspectives.”*

**Teacher of Geography**

*“I have worked at Notre Dame for 15 years, as it is a college which puts the students at the front and centre of everything we do. As a community we are diverse and inclusive providing a space for students to discover themselves academically, socially and spiritually.”*

**Enhancing Excellence Coordinator, Head of EPQ and Teacher of Biology**

*“A great community spirit! Staff and students work well to make a caring, positive environment.”*

**Head of Geography**

*“There is a very friendly, supportive atmosphere at Notre Dame and as a member of staff I feel valued.”*

**Teacher of Criminology and Senior Tutor**

*“I love the shared vision of helping students reach their potential not just intellectually, but emotionally and spiritually. It really does come through in what is valued here.”*

**Teacher of Philosophy, Theology and Ethics**



Notre Dame  
CATHOLIC SIXTH FORM COLLEGE

# WHAT OUR STUDENTS SAY ABOUT US



Name: Lucy Taylor

School: BBG Academy

Programme of Study: A-level French, Biology, Law & Geography

"Studying at Notre Dame has been an incredible experience. The supportive teachers, welcoming community, and inspiring atmosphere have helped me grow both academically and personally. I feel fully prepared for my future".

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Name: Sivini Viji

School: St Thomas a Becket Catholic Secondary School

Programme of Study: A-level Biology, Chemistry and Maths

"I'm glad I chose to study at Notre Dame because it has given me the opportunity to meet new people. There's a wide range of enrichment activities related to my subjects that will help me with my medicine application".

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Name: Fanta Sanneh

School: Mount St Mary's Catholic High School

Programme of Study: Health T Level

"Notre dame is a diverse and inclusive college that empowers and celebrates the different cultures and beliefs that bring the ND community together which I'm proud to be a part of".

