

# PERSONAL TUTOR

**We seek to appoint a dedicated and outstanding personal tutor to join our Student Development team.**

The Student Development team is a dynamic and supportive part of our ambitious College, made up of dedicated professionals who are committed to helping students thrive. We are looking for a motivated and compassionate individual to join this proactive team and contribute to the exceptional student experience we provide.

Each student at the College is assigned a personal tutor, forming a vital link in their journey from enrolment through to progression. The team currently consists of eleven tutors/careers advisors and a coordinator – all of whom bring a broad skill set and a shared enthusiasm for developing young people's aspirations and supporting their personal growth.

This role is ideal for someone who is passionate about making a meaningful difference in the lives of young people and is eager to work in a collaborative environment where student support is at the heart of everything we do.

## WHAT YOU'LL DO

As a Personal Tutor, you will play a key role in helping students make excellent progress while enjoying a rewarding and well-supported college experience. No two days are the same in this role – students bring a diverse range of needs, aspirations, and challenges, so you'll need to be adaptable, proactive, and confident in using a range of strategies to help them succeed.

### Your responsibilities will include:

- Delivering weekly tutorials that are engaging, informative, and relevant to the needs of your tutor group.
- Providing advice and guidance to support students in navigating college life and achieving their goals.
- Monitoring attendance and behaviour, identifying concerns, and taking appropriate action where needed.
- Communicating with parents or guardians to keep them informed and involved when necessary.
- Supporting progression planning, including overseeing UCAS applications and preparing students for life beyond College.

In addition to your pastoral responsibilities, you'll also contribute to the College's Admissions work. This includes:

- Interviewing prospective students at College interview evenings.
- Representing the College at liaison events with partner high schools, some of which take place in the evening.

**Reports to:** Head of Student Development

**Hours:** Permanent full time role, term time only

**Salary:** SP 15-18 £32,199-£35,395 (pro rata to term time only £27,530-£30,263)

**Apply by:** 12 Noon Wednesday 5th November 2025

**Interviews:** Friday 7th November 2025

**Start date:** As soon as possible



# PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

Qualifications		
Degree or equivalent qualification	✓	
Careers/Advice & Guidance qualification		✓
Experience		
Minimum 12 months experience in educational (or similar) setting	✓	
Student guidance experience or similar	✓	
Effective liaison with external agencies		✓
Knowledge / Skills / Abilities		
Knowledge of progression routes for students	✓	
Knowledge of careers information, advice and guidance	✓	
Knowledge of HE	✓	
Excellent multi-tasking skills	✓	
Good organisational, administrative and presentation skills	✓	
Good level of IT skills, including use of: Word, Excel, Access, PowerPoint with an ability to input data accurately	✓	
Ability to work in fast-paced, demanding environment	✓	
Ability to communicate clearly and effectively	✓	
Ability to work with groups of young people	✓	
Ability to set clear targets and evaluate outcomes	✓	
Ability to work cooperatively with a range of people	✓	
Ability to work under pressure and maintain a sense of humour and perspective	✓	
Ability to seek positive solutions	✓	
Ability to work in a flexible, proactive manner and as part of a team	✓	
Ability to demand high standards from oneself and others	✓	

To demonstrate a commitment to		
The Colleges values of Positivity, Ambition, Resilience & Thoughtfulness	✓	
Personal development and training	✓	
Safeguarding & promoting the welfare of students	✓	
Equality & diversity	✓	

## WHY JOIN US?



Birkenhead Sixth Form College is one of the country's top-performing colleges. We're Outstanding in all areas (Ofsted) and were named Sixth Form College of the Year by TES. You'll join a forward-thinking, supportive team with opportunities for development and a shared commitment to student success.

## HOW TO APPLY:

To apply, please visit:

 <https://www.bsfc.ac.uk/job-vacancies/personal-tutor-2>

Please complete our application form and return this to [hrdept@bsfc.ac.uk](mailto:hrdept@bsfc.ac.uk)

Or for an informal chat about the role, please email [hrdept@bsfc.ac.uk](mailto:hrdept@bsfc.ac.uk) / call 0151 652 5575

**POSITIVITY**

**AMBITION**

**RESILIENCE**

**THOUGHTFULNESS**

# GENERAL INFORMATION

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.

All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Disability Discrimination Act (as amended by the Special Educational Needs Act 2001) very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage.

The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

# REFERENCE CHECKING

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, attendance / punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people.

This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.