

Loughborough College Job Description

1. Job Details

Job Title:	Progress Tutor – Term time only
Competency Level:	Curriculum Support 2
Reporting To:	Deputy Head of Sixth Form
Department:	Sixth Form
Hours:	37 hours per week, 38 weeks a year
Annual Salary (FTE):	£16,365.11 - £17,524.36 per annum based on 0.8370 of FTE Salary £19,552 - £20,937 per annum
Date:	October 2017

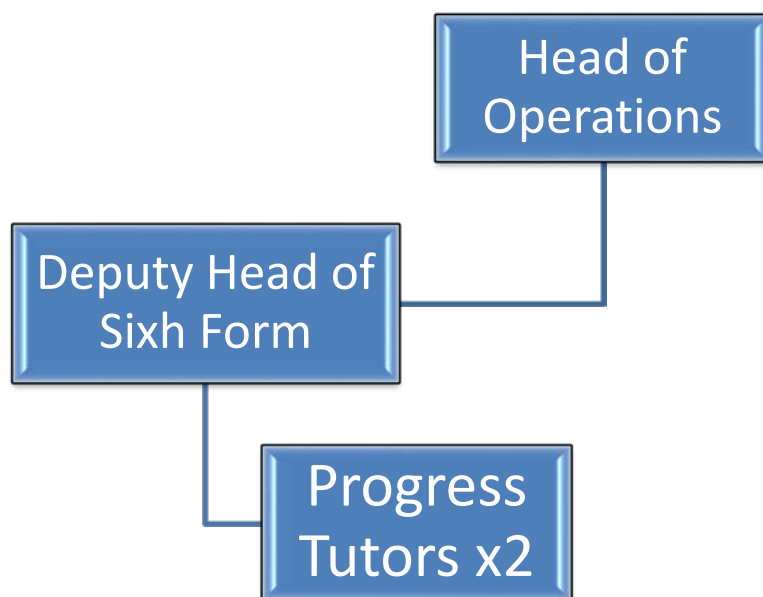
2. Job Purpose

To manage and coach a case load of students, in partnership with curriculum and other staff. To ensure that students become independent learners who progress successfully.

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- Support students to:
 - Attain their learning goals and meet or exceed their expectations
 - Complete the UCAS application process
 - be able to progress onto a higher level course inside or outside college, or into work
 - develop their personal and social skills
 - have enrichment and extended services including work experience which contributes to their personal, spiritual, moral and social and cultural development
- To hold progress reviews with students, staff and parents where applicable and monitor student contracts
- Liaise with teaching staff to target student developmental needs
- Support and track the induction process of students in to college
- Offer IAG to potential and existing students where applicable
- Support the coordination of enrichment and extra-curricular support for students
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management

6. Key Working Relationships and Communications

Internal: Head/ Deputy Head, Curriculum Area Leader /Manager, Programme Area Leader, Curriculum Staff, Administration Staff

External: Employers, Community/ Charity Organisations, Health & Well Being Organisations

7. Scope for Impact

Not applicable

8. Competency Profile

Competency	Descriptor	Competency	Descriptor
Accountable - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Continually improves own performance and increases skills and knowledge. Works efficiently; makes best use of the College's resources. Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies.	Entrepreneurial - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks. You try new approaches and are not tied down by the existing ways of doing things. You understand how your tasks fit into achieving the College's outcomes.
Agile - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Handles change with responsiveness and adaptability. Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.	Inspiring - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Own actions and behaviours are inspiring and engage others. Enthuses others with accurate and relevant subject knowledge. You listen to people and allow their thoughts and ideas help you perform your function better.
Engaging - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with accuracy; enables mutual understanding; confident presenter. You recognise others' strengths and weaknesses; you support them where there are shortcomings, and leverage their strengths so that your team achieves desired outcomes.	Integrity - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times.</i>	Informs and promotes subject area convincingly; is an ambassador for the College's activities. Own work consistently contributes to the strategic aims of the College. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess a relevant vocational or academic qualification at level 3	•		Application
2	Possess a level 3 teaching qualification		•	Application
3	Good standard of literacy and numeracy. At least GCSE passes grades A-C in English Language and Maths or equivalent	•		Application
EXPERIENCE				
4	Possess relevant work/ vocational experience e.g. in an educational setting or with young people	•		Application
5	Experience of delivering tutorial based sessions to groups	•		Application
6	Experience of supporting and advising diverse groups of students	•		Application
7	Proven experience of motivating students to achieve excellent results	•		Interview
8	Experience of setting appropriate targets	•		Interview
9	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview/ Task
10	Experience of collaborating with colleagues	•		Interview
SKILLS & KNOWLEDGE				
11	Good coaching and facilitating skills	•		Interview/ Task
12	Experience of the UCAS application process		•	Application/ Interview
13	Experience of monitoring and disseminating student progress	•		Interview
14	Knowledge of coaching methodologies and the ability to apply these	•		Interview
15	Work flexibly and to deadlines	•		Interview
16	Excellent planning, administration and organisational skills	•		Interview/ Task
17	Communicate effectively with students and colleagues at all levels	•		Interview
18	Work independently and as a part of a cross-curricular team	•		Interview
19	Provide student progress feedback to students and key staff	•		Interview
BEHAVIOURS				
20	Work effectively with colleagues as part of team	•		Interview

Owner: HR
Approved by:

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21	Motivate and relate with students from a range of different cultural backgrounds	•		Interview/ Task
22	Comply with professional standards at work	•		Interview
23	Show commitment to the improvement and maintenance of standards	•		Interview
24	Promote the College's equal opportunities policy and practices	•		Interview
25	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **October 2017** and may be amended in light of changing circumstances following discussion with the post holder.

Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	