



ROLE SPECIFICATION: PERSONAL TUTOR

RESPONSIBLE TO: ASSISTANT SENIOR TUTOR

As a Personal Tutor, you will be responsible for overseeing the academic progress and pastoral welfare of a caseload of students. You will be able to motivate and energise young people and, in this role, you will support and monitor students to help them achieve their full potential. You will work with students both individually and in groups to deliver a Guidance Tutorial Programme and you will produce student progress reviews; setting and monitoring targets for students related to achievement, retention, attendance and progression. As a Personal Tutor, you will have responsibility for initiating, monitoring and overseeing the timely completion of students' university applications, including being specifically responsible for writing university references for all students under your supervision. In addition, you will take on responsibilities linked to your individual expertise and will be expected to work flexibly to ensure that the responsibilities of the role are fulfilled effectively. Working within the existing Personal Tutor team and with the support and guidance of a Senior Tutor, you will provide support, guidance and encouragement to students under your care.

Context

Winstanley College employs approximately 180 staff and has approximately 2000+ students, primarily studying A-Level courses.

Duties and Responsibilities

1. Pre-enrolment and enrolment
 - 1.1 Contribute to the interviewing of potential students in Year 11 of high school.
 - 1.2 Carry out tasks as allocated during the start of each academic year, including the enrolment of new students in August.
 - 1.3 Contribute towards the planning and delivery of the college Induction programme.
2. Guidance Tutorial Programme
 - 2.1 Contribute towards the planning of the tutorial programme.
 - 2.2 Deliver the tutorial programme as planned.
 - 2.3 Obtain student views of the tutorial programme in line with the quality systems in College e.g. student voice and self-assessment report writing.
3. Individual student progress reviews and action planning
 - 3.1 Monitor and support the progress of all tutees based on the valued-added tracking system, providing every tutee with supportive and focused 1:1 interviews.
 - 3.2 Monitor the attendance of students in line with college targets, setting improvement targets for students where necessary through following the College's systems.
 - 3.3 Monitor and support student achievement within the enrichment programme.
 - 3.4 Deal promptly with concerns and referrals in relation to individual student progress.
 - 3.5 Monitor the action plans drawn up by students during the review sessions.
 - 3.6 Refer students to other agencies where appropriate e.g. Careers Service, NHS etc.
 - 3.7 Deal promptly with complaints raised by students and, where necessary, refer them to the next stage.
 - 3.8 Communicate effectively with students and their parents or guardians where relevant.
 - 3.9 Support and guide students with references and in particular their UCAS application process.



4. Record keeping
 - 4.1 Maintain college records including students' PT Notes, course changes, referrals, attendance and tracking data.
5. Monitoring and evaluation
 - 5.1 Contribute to the quality assurance and self-assessment procedures within Guidance.
 - 5.2 Ensure that college procedures are implemented in the delivery of tutorial activities.
 - 5.3 Identify staff training and development needs and inform relevant Senior Tutor.
6. Winstanley College is committed to safeguarding and protecting the young people that we work with. As such, we ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the College. All members of staff must adhere to these policies and procedures.

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. 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.

Terms and Conditions

Hours of work: Monday to Friday 8.30 – 4.30 pm, Term Time + 5 days. These may vary from time to time to meet the requirements of the job e.g. during induction and review periods. The additional time will involve some evening work and one day in August before term starts. The college calendar is published in the spring before the academic year starts in the August and so you will always have plenty of notice of evening or out of term time working requirements.

Salary: S9 £26,818 – S11 £28,634 (actual £23,946 - £25,567)

There is a contributory Occupational Pension Scheme and other Sixth Form Colleges terms and conditions accompany this position.