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**POST DESCRIPTION**

**ACHIEVEMENT SUPPORT TUTOR**

**RESPONSIBLE TO:** Pastoral Manager

**PURPOSE OF POST:**

The Achievement Support Tutor has a specific role in pastoral support and will act as coach to provide students with individualised support and challenges which will stretch their potential to the full.

**SALARY:** The post will be paid on the Sixth Form Colleges’ Support Staff Pay Spine Points 24 to 29 (£20,070 to £23,496 pro rata, based upon qualifications, skills and experience).

At Notre Dame Catholic Sixth Form College each individual student is central to all our endeavours. All teaching staff at Notre Dame College have a pastoral role in their everyday dealings with students. The Achievement Support Tutor has a specific role in pastoral support and will act as coach to provide students with individualised support and challenges which will stretch their potential to the full. You will be able to motivate and energise young people, manage 1:1s, track attendance and achievement through data monitoring, deliver the tutorial programme, agree motivational targets and produce student progress reviews.

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. Working under guidance of a Pastoral Manager and Assistant Principal, you will provide support, guidance and encouragement to all students in your care.

This role requires an ability to motivate, guide and challenge young people and help them set and review learning targets. You will also track attendance, punctuality and behaviour and deal with any concerns.

Your detailed responsibilities, which might change from time to time, are as follows:

**Duties and Responsibilities**

**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 Pastoral Managers 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

**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 Pastoral Manager’s mentoring plan
* Deal promptly and appropriately with curriculum concerns and referrals in relation to individual student progress
* Document all meetings on the Cedar Pastoral Log
* 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
* Compete quality references for tutees
* Develop an effective and supportive partnership with parents/carers by regular and appropriate contact and meetings
* Liaise regularly with Pastoral Managers and Assistant Principal to discuss any issues
* Work within the Safeguarding policy, making prompt referral to the Assistant Principal DSL regarding safeguarding issues
* Ensure all pastoral and safeguarding concerns are appropriately documented and recorded

**Other duties**

* Assist Pastoral Managers with 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.

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**

**ACHIEVEMENT SUPPORT TUTOR**

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| **All staff must make a positive contribution to:*** the Catholic ethos of the College and its distinctive nature;
* the College Equality and Diversity, Health and Safety and Safeguarding Policies and Procedures;
* the pursuit of excellence and the highest standards of quality in all aspects of College life;
* their own professional development, in accordance with the needs of the College.
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| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** |
| 1. QUALIFICATIONS
 | * Educated to advanced level minimum
 | * Degree or equivalent qualification
* Advice & Guidance qualification or willingness to work towards this
* Safeguarding Training (provided when appointed)
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| 2. EXPERIENCE |  | * Relevant work experience with young people
* Knowledge of progression routes for students: BTEC, GCSE, AS Level
* Student guidance experience
* Effective liaison with external agencies
* Knowledge of Post 16 Education and options at 18
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| 3. KNOWLEDGE/SKILLS | * Ability to motivate groups of young people
* Ability to work under pressure and maintain a sense of humour and perspective
* Ability to input data accurately
* Good organisational and administrative skills
* Good presentation skills
* Good literacy skills
* Ability to work co-operatively with a range of people
* Competent IT Skills
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| 1. PERSONAL SKILLS/ATTITUDES
 | * The ability to meet the requirements of the Asylum and Immigration Act
* (to be eligible to work in the UK)
* Good practical skills
* Ability to communicate clearly and effectively
* Good interpersonal skills
* Flexibility to work on a wide range of tasks
* Ability to work as part of a team
* Ability to work to defined deadlines
* Ability to be flexible and show initiative
* Ability to demand high standards of self and others
* Good record of attendance and punctuality (within the requirements of The Equality Act)
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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. 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 12 August 2019.**

It is intended that interviews will take place on Friday 16 August 2019.

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 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 2000 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 Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, 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. Learners and staff fully contribute to this for example, students at the College are encouraged to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Health and Social Care students; the Medevs (medical, dentistry and veterinary science enrichment group) and Chaplaincy. 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.

**Staff at Notre Dame Catholic College**

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame’s curricular and pastoral offer to its students.

**What our staff say about Notre Dame Catholic College**

Teacher of Law

‘*I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.’*

Head of Department

*‘Working at Notre Dame was the best career decision I could have made.  Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.’*

Course  Leader

*‘I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.’*

Teacher of Health and Social Care

*‘I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.’*

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