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### Role Description

Business Area: Curriculum Teams

Job Title: Progress Tutor (Fixed Term until July 2021)

Salary Scale: BS Point 29 - £25,234.74 pro rata per annum

Location: Hopwood Hall College

Accountable to: Programme Manager

Hours of Duty: 36 Hours – Term Time Only

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

### To be responsible for supporting the retention, progress, achievement and progression of a cohort of learners through group tutorials and additional one to one reviews were required. To provide support through themes including employability, personal development, social and welfare.

### Duties

1. Facilitate the tutorial activity planned and designed in the tutorial planner.
2. To manage a specific case load of learners and their programmes to ensure successful completion of their studies.
3. Work with learners on a one-one basis to monitor their progress of the holistic programme of study through regular reviews to ensure, learners progress successfully into further employment, education and/or training
4. Work with learners on a one to one basis to monitor and update ProMonitor in conjunction with the tutorial planner, setting targets and reviewing progress in conjunction with technical & professional tutors, English and maths and other College staff
5. Work closely with programme tutors to review SMART targets with individual learners.
6. Support learners to achieve high levels of retention, progress, achievement and progression.
7. Communicate, as required, with staff, parents/guardians and employers/external agencies, within limits of GDPR, regarding the progress of individual learners.
8. To contribute to the college’s strategy for increasing Value Added by ensuring that academic targets are suitably stretching according to prior attainment and MEGs, and by monitoring learners’ progress towards attaining and preferably exceeding them through group tutorial and one to one sessions.
9. Monitor that learners are uploading assessments in accordance with their assessment deadlines and follow up on learners that have outstanding submissions, working with technical/professional staff to ensure support strategies are implemented to support the learners.
10. Work closely with the Retention and Improvement Officers to ensure learner attendance is consistently monitored and actioned in accordance with the attendance policy, to ensure learners are attending and exceeding the colleges 90% target.
11. Work closely with the safeguarding team to pass on any pastoral, welfare and safeguarding concerns
12. To maintain the Individual Learning Plan and ensure accurate and comprehensive learner tracking monitoring and support records,
13. To attend EHCP Review meetings and carry out PEPs (Personal Educational Plans) for Looked after learners
14. Co-ordinate the coverage of unplanned activity including, Employability and Entrepreneurial activity, learner involvement and enrichment participation within designated areas and contribute to additional curriculum activities as appropriate
15. To contribute to the development of cross college tutorial resources, including on Its Learning
16. To facilitate iLearn sessions for Level Two and Level Three learners.
17. To promote learner voice activities to learners to encourage participation and ensuring the election of learner reps.
18. Contribute to the overall quality assurance (QA)of ProMonitor and progress reviews and contribute to other curriculum quality assurance procedures as necessary
19. Attend regular programme team meetings and internal/external CPD sessions to support development, professional knowledge, skills and abilities
20. Any other duties, of a similar level of responsibility, as may be required

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equality and Diversity:** performing their duties in accordance with Hopwood Hall College’s EDI Policy

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

##### **Level 2 (GCSE A\* - C) in English and Maths.**

##### **DTTLs / Level 4 Teaching Qualification (or willingness to work towards)**

**Previous Vocational experience**

##### Desirable Criteria

##### **Degree qualification**

**Guidance / Coaching Qualification**

**How Identified**: Application

#### Experience

##### Essential Criteria

**Experience of working with young people**

**Experience of developing and delivering thematic tutorials, training or activities**

**Experience of presenting to groups**

**Experience of tracking and monitoring progress**

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

**Specific knowledge and understanding of student social and welfare issues**

**An understanding and specialist knowledge of curriculum content and delivery.**

**Knowledge of issues facing 16-19 year old's**

**Knowledge of safeguarding**

**How Identified**: Application/Interview

#### IT Skills

##### Essential Criteria

##### **Intermediate ability to use Microsoft Office applications and willing to undertake training appropriate to role**

##### Desirable Criteria

Experience of EBS student records system, electronic ILPs, Promonitor (Including Markbook)

How Identified: Application/Interview

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** | |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising | **Less Relevant** |

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| **2. Supporting and Co-operating** | |
| 2.1 Working with people | **Essential** |
| 2.2 Adhering to principles and values | **Essential** |

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| **3. Interacting and Presenting** | |
| 3.1 Relating and networking | **Essential** |
| 3.2 Persuading and influencing | **Desirable** |
| 3.3 Presenting and communicating | **Desirable** |

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| **4. Analysing and Interpreting** | |
| 4.1 Writing and reporting | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing | **Desirable** |

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| **5. Creating and Conceptualising** | |
| 5.1 Learning and researching | **Essential** |
| 5.2 Creating and innovating | **Essential** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

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| **6. Organising and Executing** | |
| 6.1 Planning and organising | **Desirable** |
| 6.2 Developing results and meeting customer expectations | **Essential** |
| 6.3 Following instructions and procedures | **Essential** |

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| **7. Adapting and Coping** | |
| 7.1 Adapting and responding to change | **Essential** |
| 7.2 Coping with pressures and setbacks | **Essential** |

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| **8. Enterprising and Performing** | |
| 8.1 Achieving personal work goals and objectives | **Essential** |
| 8.2 Entrepreneurial and commercial thinking | **Desirable** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.