

Applicant Pack

NEWHAM
COLLEGE
LONDON



JOB TITLE: Personal
Development Tutor

♥ **LOVE WHAT** ♥
WE DO! ♥

A welcome from the Principal and CEO

As Principal and CEO, I am dedicated to ensuring every student at Newham College London receives an inspiring educational experience that prepares them to thrive in a changing world.

It is with great pride that I welcome you to a new era in education for Newham, following our merger with NewVIc Sixth Form College, creating the most comprehensive and inclusive post-16 education offer in the borough, underscoring our mission to transform lives through opportunity and excellence.

In addition to extensive post-16 provision, Newham College London is one of the largest providers of adult education and supported learning. We have also expanded our offer to include affordable and accessible Higher Education qualifications, designed with and approved by employers. This reflects our commitment to empowering the entire community, regardless of age, ability, or starting point.

With over 12,000 students and 800 staff, Newham College London delivers diverse pathways, including A-levels, T-levels, vocational qualifications, apprenticeships, foundation courses, adult education, and higher education.

Whether you are a school leaver, adult learner, or employer seeking workforce development, we provide opportunities to help you achieve your goals.

Our “One College, One Community” ethos ensures every learner’s journey matters. By fostering ambition, confidence, and inclusivity, we not only drive personal achievement but also contribute to Newham’s economic growth and social cohesion. Delivered in industry-standard facilities by expert staff, our curriculum balances academic and vocational excellence with equipping learners with essential skills, confidence, and resilience. Tailored guidance, safeguarding, and pastoral care provide a nurturing environment to help students and families make informed education and career decisions.

This is an exciting chapter for Newham College London and our community. Together, we will unlock potential, transform lives, and strengthen the borough we serve.

Thank you for choosing Newham College London. We look forward to receiving your application and achieving great things together.

Jamie Purser
Principal & Chief Executive





Why work at Newham College

At Newham College, we're committed to cultivating success through continuous investment in our staff. As a leading-edge institution in the heart of East London, we embrace innovation, drive, and strong employer links, positioning ourselves at the forefront of transformational education and training for the communities we stand to serve. We set and maintain ambitious standards, attracting top talents in the industry. From the application process to ongoing development, we prioritise treating all our employees with dignity, respect, and fairness.



Our Staff are the Bedrock of Our Success

Externally validated reports by Ofsted, Tribal, and Investors in People recognise the hardworking staff and the high staff morale that have and continue to make Newham College:

- A positive and stable workplace, where our staff feel valued and appreciated through popular end-of-year celebrations, CPD Days, and access to learning opportunities.
- London's top-performing Large FE College since 2018.
- An institution that has ensured its students have not been impacted by industrial disruptions in over 20 years, achieved through strong and positive relations with respective industrial unions.
- An Ofsted 'Good' grading with 'outstanding' features – Full Inspection April 2023.
- A place where our staff are optimistic and positive about how the college continually invests in its people and teams.
- An institution with an innovative culture that leads to improvements in infrastructure, environment, effective communication, and leadership accessibility.

About the Role

As a Personal Development Tutor you will deliver tailored, impactful support and guidance which will prepare students for future learning, employment and/or independence.

You will deliver timetabled CORE sessions on 16 to 19 study programmes, focusing on British values, careers education, safeguarding and welfare, mental and physical health, citizenship, financial literacy and how students protect themselves from radicalisation, extremist views and harmful online content.

You will support the delivery of workshops alongside internal departments and external agencies/organisations who will deliver high quality sessions on relevant themes and topics to prepare students for life in modern Britain.

You will work closely with other colleagues in Student Experience teams to provide appropriate and timely information, support and interventions, understanding when and how to refer students as appropriate.

You will work closely with the Curriculum Course Tutors to provide targeted support for those students that face barriers to learning, agreeing appropriate interventions and targets and arranging meetings with students, parents and carers.

Contract Type:

Full-time

Start Date:

TBC

Hours:

36 hours per week

Probation period:

6 Months

Location:

Across All Campuses

Salary: TTO, £31,375 – £33,300

FTE £35,962 – £38,169 per annum)

Grade: SO1

Pension:

Local Government Pension Scheme

Reporting to:

Head of Personal Development

Other Benefits:

Excellent Employment Benefits including pension scheme and great opportunities for CPD



Job Description

Key Responsibilities

1. Work closely with the Personal Development Co-ordinators to ensure students who are at risk of falling behind college attendance expectations are supported and appropriate and prompt action is taken in line with college procedures to identify intervention strategies and maintain up-to-date records on student tracking systems.
2. Work closely with Course Tutors to support their sessions and arrange student and/or parental meetings regarding attendance and behaviour.
3. Hold regular 1-1s with students, especially those with 'at risk' indicators, to agree actions and targets to support retention and achievement.
4. Organise and deliver the CORE programme and related workshops.
5. Ensure students' pastoral needs are met; that students are referred to appropriate support staff within the college and appropriate external agencies.
6. Support the most vulnerable students (looked after students, care leavers, young carers and students with SEND) including participating in Personal Education Plan meetings and Annual Reviews.
7. Organise, in partnership with other colleagues, the student welcome week to ensure students understand expectations and support services.
8. Advise and support students through all stages of their applications to university, including UCAS personal statements.
9. Work with the Personal Development Co-ordinators to develop the CORE programme resources and organise workshops.
10. Provide information, advice and guidance to applicants and arrange keep warm sessions to support students who may struggle with transition.
11. Supporting students in taking up opportunities from the wide range of enrichment opportunities available including the Honours Programme.
12. Exam invigilating as the need arises.
13. Carrying out administrative and organisational tasks related to the duties described above.
14. Attend parents' evenings, induction, interviews, open days and all college-related events – internal and external.
15. Contribute to a review and evaluation of the areas Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).

Job Description

General

1. To be aware of the principles of safeguarding children and young people as they
2. apply to the role. Actively promote and implement the College's Safeguarding Policy
3. To attend relevant training and meetings as required
4. To be committed to Continuous Professional Development (CPD) on an annual basis
5. To be involved in college staff development and training schemes and participate in PDR procedures within the school
6. To adhere to the College's Single Equality Scheme with respect to staff and students and champion inclusion in all practices
7. To comply with and implement the College's Health and Safety policy
8. To undertake any other reasonable duties and responsibilities as may be required

Teaching Standards

The postholder will be expected to follow the Department of Education Teaching standards by:

1. Setting high expectations which inspire, motivate and challenge learners
2. Promote good progress and outcomes
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well-structured lessons
5. Adapt teaching to respond to the strengths and needs of all learners
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities
9. Uphold professional and personal conduct at all times

Person Specification

ESSENTIAL	DESIRABLE
QUALIFICATIONS AND BACKGROUND	
- Level 2 English and Maths qualification - Educated to a degree level or a minimum of 5 years industry experience in relevant discipline	Level 5 Full Teaching Qualification (DET/DTLLS/PGCE/Cert Ed or Level 5 Diploma in Education & Training or equivalent) or willingness to obtain qualification within 2 years
RELEVANT EXPERIENCE	
- A good understanding of supporting vulnerable students to overcome barriers - Knowledge of UCAS and how to support students to apply and write personal statements - Experience of organising and delivering engaging presentations - Experience of delivering individual and group sessions - Experience of developing effective relationship/partnership working - Experience of representing a brand in an outward facing role - Experience of developing promotional/information materials - Experience of creating and maintaining databases and report writing - Experience of successfully working in an educational setting	
ABILITIES AND SKILLS	
- Excellent communication and interpersonal skills - Ability to work under pressure and to tight deadlines - Display initiative, be positive and enthusiastic - Ability to work independently as well as leading and inspiring a team - Excellent organisational, administrative and IT skills - Ability to design and deliver good quality enrichment activities - Willingness to work flexible hours including evening and some Saturdays	
PERSONAL VALUES	
- Commitment to the College values - Good understanding of Further Education and a commitment to enable equality of opportunity in all aspects of College - Promotion and celebration of cultural diversity - Enthusiasm, energy and dedication for the role - A developed personal commitment to continue to evaluate and improve your classroom practice through collaborative professional development	

Information for Applicants

Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent.

A criminal record will only be taken into account for recruitment purposes where the conviction is relevant to the position being applied for and, if this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for staff applying internally.

Further information about the Disclosure scheme can be found at: www.gov.uk/dbs. Copies of the DBS's Code of Practice and Newham College Recruitment Policy for posts requiring disclosure are available on request.

Safeguarding recruitment statement

Newham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be made subject to the following recruitment checks:

- **Satisfactory medical clearance**
- **Evidence of the right to work in the UK**
- **Proof of identity**
- **Proof of National Insurance**
- **Satisfactory references covering a 3 year period and/or 2 different references**
- **Satisfactory evidence of qualifications**
- **Enhanced Disclosure and Barring Service (DBS) clearance**
- **Barred List check**
- **Overseas criminal record check, if worked or lived outside of the UK 5 years prior to a conditional offer of employment is made**
- **Declaration of any disclosable, unspent criminal convictions, cautions or reprimands**
- **Prohibition check (Teaching and Curriculum Management staff only)**
- **Social media check**
- **Proof of qualifications**



Equal opportunities

Newham College recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths.

The following principles apply in respect of Newham College commitment to equality and diversity: To provide and promote equality of opportunity in all areas of its work and activity; To recognise and develop the diversity of skills and talent within its current and potential community; To ensure all school members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on any of the protected characteristics.

Recruitment Process

We aim to keep our recruitment process straightforward. However, because we work with children and vulnerable adults, we must follow Safer Recruitment principles throughout.

Application

To apply for a vacancy, please complete the online application form for the role you are interested in. We are unable to accept speculative CVs.

As part of your application, you will need to submit a supporting statement outlining how you meet each requirement in the person specification. This is an essential part of the assessment process and is used to determine who is shortlisted for interview.

Shortlisting

After the vacancy closing date, the recruiting manager will review applications and shortlist candidates for interview. The shortlisting process is carried out anonymously.

You will be informed within four weeks of the closing date whether or not you have been shortlisted. Please note that we are unable to provide feedback on applications that have not been shortlisted.

Interview

Interviews are competency-based and held face-to-face at one of our sites.

At least one panel member will be trained in Safer Recruitment practices, which will be followed throughout the interview.

To ensure fairness and consistency, our interviews follow a structured format. You may also be asked to complete a timed assessment or deliver a presentation. At the end of the interview, you will have the opportunity to ask questions about the role or the organisation.

After Your Interview

The successful candidate will be contacted by the recruiting manager as soon as possible after the interview.

If you are not successful, we will also notify you promptly. Feedback can be provided on request.

Pre-Employment Checks

If you accept an offer of employment, you will need to complete the pre-employment checks outlined earlier in this pack.

Mandatory and Statutory Training

During your first week at Newham College, you will be required to complete all mandatory and statutory training relevant to your role.

Induction and Probation

When you join Newham College, you will receive an induction and be introduced to your team and workplace.

Throughout your probation period, we will assess your suitability for the role, including whether your conduct and behaviours align with the College's Code of Conduct.



**NEWHAM
COLLEGE
LONDON**

**NEWHAM
COLLEGE** East Ham

newvic
Newham Sixth Form Centre

**LONDON CITY
INSTITUTE OF
TECHNOLOGY**

**NEWHAM
COLLEGE** Stratford

**fashion
+ textile
museum**