



Applicant Pack



Progress Tutor



www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 12 noon on the closing date on the advert.

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements, using the job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Central Services

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



Progress Tutors

As a ProgressTutor, you will be based within the main building of Oldham Sixth Form College at the bespoke Tutorial Hub. You will join a vibrant and welcoming team of approx 13 other Progress Tutors to support and guide students through their journey at OSFC. A Progress Tutor is responsible for overseeing the progress of students, the delivery of group tutorials, individualised pastoral support and advice and guidance to students. You will agree and monitor targets for students based around achievement, retention, attendance and progression and intervene to support improvement where necessary. Liaising with subject teachers and parents will be central to the role as well as using college systems (Cedar) to monitor your caseload and intervene where necessary. Materials for weekly delivery are centrally designed by the team with good practice always modeled and shared.

College has approximately 2300 students, on a range of programmes including GCSE, AS and A Level, T Level and Vocational. Tutor groups will contain students from a mixture of programmes/ subjects across the college provision with a mixture of Level 2, Yr 12 and Yr13 groups. This role is vital to the experience and success of the students and the college.

Here's what some of our students have said about the support they've received from their Progress Tutor at OSFC:

'Thank you for always wanting the best for me, supporting me and not giving up on me.'

'Thank you for helping me with my UCAS application and telling me to always strive my hardest and to always stay positive.'

'Thanks for understanding me every time we speak and always checking up on me.'

'Thank you for helping me become a better student and more committed to my education.'



Job Description & Person Specification

Progress Tutor Job Description

Purpose of the post

Progress Tutors work as part of a dedicated team under the leadership of the Student Support Leaders.

A Progress Tutor is responsible for overseeing the progress of students, the delivery of group tutorials, individualised pastoral support and advice and guidance to students. A Progress Tutor will agree and monitor targets for students based around achievement, retention, attendance and progression and intervene to support improvement where necessary.

It is expected that a Progress Tutor will have a caseload of between 180 and 200 students (9 groups).

Summary of Main Duties and Responsibilities:

Officer Responsibilities:

- Embed a culture of high performance and service excellence.
- Provide positive and supportive team leadership (as appropriate) and effective communication.
- Regularly review and update policies, procedures and processes to meet College need.
- Share good practice and take a lead on relevant initiatives.
- Work independently with minimal supervision.

Specific responsibilities

- To support the planning and delivery of the tutorial programme, including the development of resources, ensuring a high quality and consistent experience for all students.
- To have regular one-to-one meetings with students to set and monitor targets and provide individual support and guidance.
- To track and monitor student achievement, retention and attendance rates, intervening where improvement is required.
- To use apply the College's Behaviour Policy, referring to the College's disciplinary procedures where appropriate.
- To maintain accurate records and ensure all administration is completed in relation to each student.
- To liaise with appropriate staff such as the Additional Learning Support team, Student Support Leaders, CALs, the Student Admin team, teaching and support staff when working with students that require particular support.
- To provide information and offer impartial advice/guidance on future plans, and facilitate access to specific careers advice where more specialist knowledge is needed.
- Supporting students with the completion of UCAS application forms, including producing references, to ensure that a high standard of applications are produced by students.
- To support students in developing employability skills and gaining relevant work experience.
- To support students on the completion of all other application forms, e.g. for employment opportunities with training and other career paths.
- To provide one-to-one mentoring for identified students in terms of study skills, welfare, etc, as required
- To engage with the families/carers of students.
- To participate in meetings, sharing good practice and liaising with departments across the College regarding their tutees.
- To carry out some admissions interviews for Year 11 students and support the College's enrolment and induction processes.
- To obtain student views of the tutorial programme in line with the College's Quality Assurance system.
- To attend parents evenings and other college events as required.

- To contact parents of students that have been absent from lessons from an allocated 'cluster' and record outcomes on Cedar.
- To deal promptly with student complaints, using the established College procedures.

Requirements of all Staff:

- To promote and uphold the College's Mission Statement, values and strategic aims objectives.
- To comply with College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal.

	Essential	Desirable	Method of Assessment
Experience			
Experience of working in Education		✓	Application/Interview
Experience of working with young people in either a paid or voluntary capacity	✓		Application/Interview
Experience of providing excellent customer service		✓	Application/Interview
Skills and Knowledge			
Excellent administrative and organisational skills	✓		Application/Interview
Articulate and well-developed written and oral skills.	✓		Application/Interview
Knowledge of sixth form, further and higher education system		✓	Application/Interview
Ability to work with learners in a group and one to one settings and establish clear expectations of behaviour as necessary	✓		Application/Interview/References
Ability to motivate and encourage learners to be successful	✓		Application/Interview
Excellent Computer skills, including knowledge of Microsoft and/or G-Suite applications	✓		Application/Interview
Education and Qualifications			
Good Standard of Education	✓		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability	✓		Application
Successfully completed or working towards a degree (or relevant experience)		✓	Application
Attitude and Personal Qualities			
Accuracy and attention to detail	✓		Application/Interview/References
Ability to work independently, with minimum supervision and as part of a team	✓		Application/Interview/References
Confidence in your ability to deal with problems as they arise in a professional manner.	✓		Application/Interview/References
Ability to multi-task, work under pressure and meet deadlines	✓		Application/Interview/References
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview/References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/References
Patience and ability to remain calm	✓		Application/Interview/References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/References
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Cycle to work schemes available
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Free on-site parking
- Excellent opportunities for CPD and career development
- Please see our Join The Pinnacle Learning Trust Booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF





THE
Pinnacle
LEARNING TRUST

**To find out
more or to
apply:**

pinnaclelearningtrust.org.uk
hr@pinnaclelearningtrust.org.uk

0161 287 8001



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