

## JOB DESCRIPTION

Job Title	Senior Progress Tutor
Salary:	SP15 – 17 on the Support Staff Scale
Responsible to:	Head of Pastoral School Engagement and Marketing (HOPSE)

### **PURPOSE OF THE POST**

To lead and manage a Progress Tutor Team in the delivery of an outstanding tutorial programme for students at college. Effectively implementing the College's student monitoring systems, providing guidance in order to support learners to achieve their academic and personal best. The successful candidate will take responsibility for a number of tutor groups of their own, directly supporting students and modelling good practice in this field. The expectation will be that the post-holder fulfils the duties of an excellent tutor themselves while also coaching, supporting and instructing Progress Tutors on issues or challenges that they may face within their own tutor groups. This role will be a senior role within the Tutorial Team and will require regular liaison with the HOPSE in order to lead the tutorial programme and track and monitor learners' academic achievement, development of their employability skills and positive progression pathways. The underlying goal is to ensure that learners at Richard Huish College develop into aspirational, confident, resilient, and well-skilled young people ready to take on the challenges of future academic study or employment.

### **Key duties and responsibilities**

#### ***Leadership and management***

- Model excellence in the creation and delivery of the tutorial programme
- Lead and support PTs in the delivery of the tutorial programme
- Work with the careers team to promote employability skills and to support students in engaging in meaningful work-related activity during their time at the College.
- Support CMs and PTs in the management of behaviour and the consistent implementation of the College disciplinary system
- Liaise with Course Managers in order to drive learner achievement and success
- Liaise with senior managers and report on the progress and challenges of the tutorial team at regular meetings
- Quality assure PT delivery and engage meaningfully with learner voice and student feedback in order to continually improve the provision and shape professional development for PTs. This will include regular review of the tutorial programme to ensure that it is meeting the needs of Richard Huish learners.
- Prepare and lead on the appraisal cycle for all tutors you line manage
- Track and monitor the attendance of the students in the tutor groups of those you line manage
- Attend weekly Senior Progress Tutor meetings and fortnightly Pastoral board meetings

#### ***Promoting academic progress***

- Lead and model best practice in the support of learners with regard to their academic progress, particularly within tutorial time.
- Share best practice within the tutorial team to support PT development in finding dynamic ways to help learners to take ownership of their studies and drive academic progress
- Induct tutees into the College and ensure they are making a positive start to their programme of study

- Work closely CM's and teaching teams to support students in organizing their studies, successfully meeting internal deadlines and achieving strong outcomes.
- Promote and track academic achievement and progress
- Promote and monitor student attendance and retention
- Work with learners to set and monitor improvement targets as appropriate
- Carry out regular 1:1s with your tutees, providing more frequent interventions to learners who require additional support and who have been prioritised according to need
- Effectively supervise independent study during tutorial sessions, helping tutees to develop effective study habits in line with the Huish 30
- Maintain and share records concerning progress, achievements, guidance and significant interactions for your tutees
- Where appropriate, implement and adhere to the College disciplinary system

### ***Effective Communication***

- Work closely with the HOPSE to implement appropriate actions to improve student progress and deal with any behavioural challenges or pastoral needs
- Receive, respond to and act upon referrals by teaching and other staff, where appropriate and/or refer on to more relevant assistance elsewhere in the College
- Work regularly with teaching and other staff to ensure tutees' needs are fully addressed
- Work alongside the Student Services Team in situations where tutees require extra assistance
- Inform parents/carers concerning tutees' progress, both through the College programme of consultation opportunities and via day-to-day contact (as required)
- Communicate with external agencies, where appropriate, to support learners
- Abide by all relevant College policies and procedures including the handling of information within GDPR guidance

### ***Guiding learners to successful progression destinations***

- Work alongside the Careers and Progression Team in order to focus the tutorial team on how best to support learners' progression
- Make certain that learners are aware of different destinations available to them so that they can make informed choices about their progression from Richard Huish
- Give advice to learners regarding their progression aims and the means of attaining them, including the participation in work experience opportunities
- Support PTs and learners through the UCAS process and other apprenticeship/employment application processes, ensuring that they make the most appropriate choices to meet their aims and produce the highest possible quality of application, co-ordinating your work with the Careers and Progression team
- Compile references for your tutees and guide them in making applications for progression
- Promote personal and social development, including participation in extra-curricular activities and work-related opportunities
- Provide information, advice and guidance to learners at every stage of their learning journey including prospective learners. This includes interviewing prospective learners and supporting them in choosing an appropriate programme of study

### ***Delivering a tutorial programme***

- Lead on the planning and the design of materials in the tutorial programme in liaison with the HOPSE and the wider PT team
- Deliver planned tutorial sessions
- Arrange cover for colleagues in the Progress Tutor team for the delivery of essential group tutorials
- Maintain an up-to-date working knowledge of current statutory requirements and recommended guidance for pastoral learning in the Sixth-Form sector

### ***Personal development and other duties***

Work with the Student Services team to:

- Review and improve processes of guidance and support for learners to optimise success.
- Map-out effective ways of meeting the needs and developing the aspirations and personal independence of learners.
- Regularly communicate issues concerning guidance of learners, including communication with relevant staff and parents/carers or outside agencies
- Promote and safeguarding the welfare of learners and, where required, work with the DSL and DDSLs.
- To contribute to the promotion of equality and individuality of all users of the college
- To undertake tasks as reasonably requested by the HOPSE and Vice Principal Student Services.

### **Conditions**

This job description may be re-negotiated at the request of either the post holder or the Principal

The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.

To take responsibility for safeguarding and promoting the welfare of all students

To contribute to the promotion of equality and individuality of all users of the college

Take responsibility for your own professional development and participate in the College's Appraisal Scheme.