

# JOB DESCRIPTION

1. **JOB TITLE:** Progress Tutor
2. **SALARY:** Spine Point 7-11
3. **RELATIONSHIPS:** The Post holder:

Will be responsible to the Senior Progress Tutor/Head of Pastoral & School Engagement/ Vice Principal Student Support

## 4. PURPOSE OF THE POST

To provide support with academic and pastoral guidance for learners within your tutor groups. This will include the review of progress at key determined points on the College calendar. The role will blend the delivery of a tutorial programme to support learners' pastoral wellbeing and the supervision of guided study while helping learners to set SMART targets to take ownership of the development of their own knowledge and skills. This role will work flexibly via group delivery and 1:1 meetings to ensure that learners have exposure to a range of opportunities, including developing employability skills and maximising their potential in order to succeed on an aspirational progression route of their choice. The post-holder will work as part of the Pastoral team, consisting of other Progress Tutors, a Senior Tutor, Head of Pastoral & School Engagement and the Vice Principal School Support. 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**

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

- Carry out information and guidance interviews for new students.
- Induct learners into the College and ensure they are making a positive start to their programme of study
- 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 in relation to your tutees

### ***Effective Communication***

- Work closely with the Senior Tutor/Vice Principal Student Support to implement appropriate actions to improve student progress
- 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 your tutees' needs are fully addressed
- Work alongside the Student Services team in situations where your 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***

- 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 development of employability skills and participation in work experience opportunities
- Support 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***

- Contribute to the planning and the design of materials in the tutorial programme in liaison with the Senior Tutor, Head of Pastoral & School Engagement and Vice Principal Student Support
- Deliver pre-planned tutorial sessions
- Occasionally 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 Pastoral 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
- Engage with appropriate training to enable the effective performance of your duties
- Take responsibility for your own professional development and participate in the Huish Appraisal Scheme.
- To undertake tasks as reasonably requested by the Senior Progress Tutors & HOPSE
- To contribute to the promotion of equality and individuality of all Huish customers

### ***Contacts:***

The post holder will have a wide range of contacts with staff at all levels, students, parents, carers and with College governors.

### ***Work Complexity:***

The post holder must possess excellent organisational skills and be able to organise his/her own time. A pleasant personality is required including tact, diplomacy and discretion, and the ability to manage a constant workload with often conflicting demands in order both to deal with the diverse range of matters and to meet deadlines.

**Conditions:**

- 9.1 This is a full-time post (37 hours per week), term time only plus 1 week. (40 weeks)
- 9.2 This job description may be re-negotiated at the request of either the post holder or the Principal.
- 9.4 The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.