

Academic Guidance Tutor

*Job Description and
Person Specification*

Post Title:	Academic Guidance Tutor
Accountable To:	Head of Alliance
Location:	Elliott Hudson College
Scale:	C3 (SPI9-22)

Job Description

Members of staff should at all times work within the framework provided by the college policy statements to fulfil the general aims and objectives of the college strategic improvement plan.

Overall Purpose Of The Post:

This is an exciting opportunity to contribute to the development of student support through raising aspiration and performance and helping to build ambition, confidence and resilience in young people. The role of the Academic Guidance Tutor is central to the College and to the establishment and maintenance of a culture of hard work, success, resilience, and target achievement. Working as a team, and as part of a broader group under the direction of the Heads of Alliance, the Academic Guidance Tutors work in a diverse range of ways with students including goal-setting, monitoring achievement and attendance and motivational coaching. They challenge underperformance and build self-esteem and confidence through a rapport based on trust, honesty and respect. They are expected to liaise with parents/carers, Subject Teachers and Alliance Leaders. Each Academic Guidance Tutor will support, challenge and motivate students in all aspects of the learning journey.

Key Responsibilities:

- To support, monitor and provide the necessary intervention throughout the learner journey.
- To promote and track academic achievement.
- To promote and monitor student attendance and retention.
- To provide learner mentoring to students who require further support.
- To promote personal and social development.
- To build self-esteem and self-confidence in each individual student.
- To provide information, advice and guidance to learners at every stage of the learning journey.

Main Duties

General:

- Take responsibility for all administrative duties associated with your tutor groups.
- To work with all stakeholders, eg. students, parents/carers, subject staff, Subject Leads and the Alliance Team to provide the necessary interventions and support.
- Attend all college events, evening meetings and CPD as required.
- Operate as part of the college IAG and interview team, contributing to the successful enrolment of students on to the appropriate learning pathways.
- To develop a positive and friendly community spirit amongst students by helping to create a safe, healthy and welcoming climate for learning and recreation by being highly visible within the College and to external partners.
- To maintain and promote a safe and healthy environment for students, supporting students who experience personal difficulties both internal and external to college and
- MindMate Support Team and the Safeguarding Team.
- To undertake other duties as requested.
- This post is term time only with an additional 5 days to be worked outside of term time or at evening events.

Pastoral Support

To provide support by:

- initially, getting to know your cohort of students
- facilitating the transition from year 11 to sixth form and beyond

- providing a friendly point of contact
- liaising with other individuals or agencies to provide support when required.

Academic Support

To provide academic support for students by:

- regularly monitoring students' progress and attendance
- providing information, advice, support and guidance
- proactive monitoring and interventions
- liaising with parents/carers, subject staff, Subject Leads and the Alliance Team

Tutorial

- To deliver the tutorial programme.
- To provide timetabled one to one interventions, more frequently for students who require further interventions who have been prioritised according to need.

One to One Mentoring

- To act as role models and mentors for students, implementing strategies to raise aspirations and encourage progression to Higher Education/Higher Level Skills or work.
- To work alongside students, parents/carers, subject staff, Subject Leads and the Alliance Team to provide pastoral support, improve attendance, retention and achievement, encouraging internal progression to enhance the quality of the learner journey.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

Person Specification

	Essential	Desirable
Qualifications		
General qualifications and education to at least Level 2, including Maths and English	✓	
General qualifications and education to Level 3		✓
Level 6 Career Guidance qualification		✓
Willingness to undertake further training relevant to the post		✓
Knowledge and Skills		
Good communication and language skills, both verbal and written, with a good standard of English	✓	
Excellent organisational skills, including working to tight deadlines	✓	
Ability to work effectively as part of a team or independently	✓	
Excellent interpersonal skills	✓	
Experience		
Previous experience of working with young people	✓	
Previous experience of providing information, advice and guidance to young people	✓	
Previous experience of working in a college environment		✓
Experience of delivering tutorials within a college environment		✓
Personal Qualities		
Enthusiasm and commitment for the post	✓	
Commitment to promoting equal opportunities and inclusion	✓	
Commitment to continuous improvement and willingness to learn from experience and practice	✓	
Ability to cope with unexpected situations	✓	
Flexible approach to work	✓	
An interest in the education sector		✓
Ability to work flexibly with some late evening commitment		✓
Ability to represent the college at events		✓
Continuous Professional Development		
Evidence of commitment to personal development	✓	
Other Conditions		
Enhanced DBS Clearance	✓	

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.