

Job Description

Post: Associate Progress Tutor

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- In consultation with the Senior Leadership Team, promote the culture, mission and values of the academy.
- Attend and contribute to the departmental weekly meeting.
- Provide administrative support for key college events run by the Senior and Progress Tutors, for example Progression Events.
- Oversee progress, behaviour and attendance for a cohort of students.
- Closely monitor and track progress, behaviour and attendance data of a group of students daily providing necessary intervention when required.
- Support and challenge students and colleagues, meet parents and liaise with external agencies.
- Supervise spaces during transitions and always ensure a strong visual presence, including at the start and end of the day.
- Frequently acknowledge success in line with academy expectations.
- Follow procedures to enable positive outcomes following sanctions and support restorative conversations between students and staff.
- Oversee students on behaviour contracts and make contact with families when necessary, attending meetings alongside Progress Tutors/Senior Tutors.
- Regularly liaise with the SENDCo, when appropriate for individuals.
- Complete Tutor Studentship Reviews with a cohort of students in line with the college review cycle.
- Write references for tutees and guide them in making applications for progression.
- Attend key college events that are specific to the role, such as Parents Information Evening and Progression Events.
- Support compulsory catch up and grade boosting sessions (including but not limited to), Tutor Led Support and Maths Seminar sessions.
- Deliver identified enrichment courses.
- Participate in the academy coaching process.
- Contribute to decision-making and consultation procedures.
- Complete Level 3 Safeguarding training and undertake work with tutees in this area.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our trust's / academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the trust and academy calendars.
- Consistently implement all trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.