

Job Description

Post: Progress Tutor

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Oversee progress, behaviour and attendance for a cohort of students.
- Closely monitor and track progress, behaviour and attendance data on a daily basis providing necessary intervention when required.
- Support and challenge students and colleagues, meet parents and liaise with external agencies.
- Supervise spaces during transitions and ensure a strong visual presence at all times, including at the start and end of the day.
- Lead and support compulsory catch up sessions.
- Ensure that homework completion is monitored accordingly.
- Frequently acknowledge success in line with academy expectations.
- Follow procedures to enable positive outcomes following sanctions; manage restorative conversations between students and staff.
- Oversee students on report and make contact with families when necessary.
- Contribute to the development of materials to ensure high quality tutorial activities.
- Deliver identified enrichment courses.
- Contribute to the organisation of parents' information evenings by encouraging and monitoring parent attendance to such events.
- Support transition / induction events for any 'in year' admissions.
- Regularly liaise with the SENDCo.
- Organise student appraisals each cycle.
- Write references for tutees and guide them in making applications for progression.
- Work with the careers counsellor to guide students through the UCAS process so that they make the most appropriate choices to meet their aims and produce the highest possible quality of application.
- Work in effective partnership with other tutors in the trust and surrounding schools.
- Participate in marketing, liaison, application, bridging and enrolment events as required.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and 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.