



Job Description: Personal Tutor

Key Focus: Improving Student's Achievements:

All staff are expected to contribute to achievement of the single corporate objective of the College – Improving Students' Achievements – and to the achievement of the College Mission:

“to be a distinguished provider of the highest quality education, enriching the lives of students within a lively, caring community and enabling all to develop the skills to meet the demands of a changing world with confidence”.

In particular, staff are expected to value the contribution of individuals, and to promote positive self esteem and equality of opportunity in all aspects of their work. Students should expect to enjoy their studies and be encouraged to develop an enthusiasm for their subjects, leading to an ability to become independent learners.

The Personal Tutor will need to have the following attributes:

- empathy with young people;
- excellent interpersonal skills;
- a flexible, adaptable approach;
- organised and efficient.

This is a vital position in the delivery of high quality pastoral care. Personal Tutors have the opportunity to play a significant role in the continuing development of the pastoral system within the College.

In order to pursue this focus, the Personal Tutor will:

1. Play a major role in the provision of a high quality tutorial programme by:

- a. assisting in the development of the tutorial programme, generating ideas, sharing good practice; leading where appropriate in specialist areas and writing lesson plans;
- b. delivering a tutorial programme which encompasses issues of employability, personal and health education, safeguarding, equality and diversity, careers group work, core study skills and other pastoral matters which are the entitlement of all students;
- c. conducting and recording 1-to-1 interviews;
- d. promoting the College procedures on student progression and work experience

- 2. Be a supportive member of the Student Services Team by:**
 - a. co-operating with the Assistant Principals (Student Services) in the setting, monitoring and achievement of targets;
 - b. participating in the College appraisal system
 - c. being a co-operative and active member of a Lead Tutor Team.

- 3. Assume shared responsibility for student admissions by:**
 - a. interviewing applicants;
 - b. liaising with schools;
 - c. managing the process of admissions, enrolment and induction for a group of students.

- 4. Oversee the progress of students within the Tutor Group by:**
 - a. reviewing regularly the attendance, achievement, time management and commitment of students in their studies in the light of anticipated performance from GCSE results and using other data as appropriate, such as the live review data;
 - b. operating the Strategies for Supporting Success procedures fairly and consistently and in accordance with the College Code of Conduct for students;
 - c. reviewing students' overall attendance in College using Cristal and review data;
 - d. maintaining accurate records with particular reference to course changes, the reviewing process and destination statistics;
 - e. maintaining contact with parents/guardians as appropriate;
 - f. writing good quality references which are fair and in accordance with Charter commitments;
 - g. signposting students to support services;
 - h. contributing to the support services offered on publication of exam results;
 - i. actively encouraging students to participate in enrichment/volunteering activities.

- 5. Support the College's Policy on Equality and Diversity by:**
 - a. providing impartial guidance;
 - b. being alert to the rights and responsibilities of students;
 - c. ensuring that students have access to appropriate support services;
 - d. contributing to the maintenance of policies, procedures, plans and practices within the Student Services department.

- 6. Help in maintaining student discipline by:**
 - a. operating disciplinary procedures for students fairly and consistently and in accordance with the College Code of Conduct for students;
 - b. co-operating in the establishment of a pastoral presence around the College during the day;
 - c. accepting the shared responsibility of all colleagues for student discipline through collective oversight of the College during the day.

- 7. Work for quality assurance within Student Services by:**
 - a. implementing quality assurance procedures within the Tutor Group;
 - b. contributing to the setting, monitoring, achievement and reviewing of Student Services targets
 - c. maintaining an accurate and up to date tutor log.

- 8. Demonstrate excellence as a teacher by:**

- a. undertaking teaching duties as directed;
- b. contributing to the overall management of the College;
- c. attending and contributing to team and student services meetings;
- d. participating in appropriate in-service training opportunities for professional development;
- e. participate in the College appraisal and performance management scheme;
- f. carrying out other duties as reasonably directed by the Principal;

The College has an uncompromising commitment to the safeguarding of our students.