

Job Description

Progress Tutor

Reports to: Progress Manager

Pay Scale: Unqualified teacher scale (maximum of Point 3)

Annualised Salary Range £17,988 - £22,173 per annum*

(Entry will normally be at the first point of the scale unless significant relevant experience is demonstrated)

**pay award pending*

Hours of Work: 200 days per academic year. Core hours 8.45-4.30pm
(45min lunch)

Plus up to 2 hours per week additional time for planning, preparation and meeting with Parents as required, to be locally agreed.

Key purpose of role:

The postholder will be required to work with the Progress Manager in all matters relating to student attendance, behaviour and welfare in order to encourage the highest levels of support for students at College. Liaising closely with the Progress Manager and other key members of staff the postholder will provide structured support, and referral to appropriate further services, for students with complex personal support needs.

The postholder will also have responsibility for a number of Progress Groups across the College, delivering core content and having a particular remit for undertaking the above duties with those students. They will also participate in planning and preparing where appropriate.

The postholder will also act as a Safeguarding Officer and will work closely with the Student Welfare and Safeguarding Lead to fulfill that role.

Main Responsibilities:

The postholder will:

1. Have oversight and responsibility for several Progress Groups (no more than 15) across the College, delivering core content to these students through weekly Progress Meetings and having responsibility for their day to day care as well as supporting them in a range of aspects of College life. To also be involved in planning and preparing for core delivery as required.
2. Provide core pastoral support to all students within their cohort of Progress Groups including at least one 1:1 per term for every student, general advice and guidance, small group work and direction to appropriate services within the College as required.
3. Work with the Progress Manager to provide more focused support to identified students within their cohort of Progress Groups with attendance, behaviour, safeguarding and welfare difficulties,

listening sensitively to their problems, providing motivational support such as devising action plans, referring them for additional support and issuing verbal warnings as necessary, whilst maintaining professional boundaries at all times.

4. Work with the Progress Manager to contact and liaise with parents/carers, Subject Teachers and Curriculum Team Leaders as appropriate.
5. Maintain accurate and up to date records of meetings or conversations with students, EN staff and parents.
6. Work with the Progress Manager to carry out investigations into incidents of bullying or any form of behaviour which requires intervention.
7. Work with students within their cohort of Progress Groups who are finding the transition from school to College challenging and act as a mentor to students within their cohort who may be at risk of leaving College.
8. Liaise with a range of support agencies including Local Health Service providers, Mind, Early Intervention Team, Youth Offending Team, YMCA and Local Borough Housing to promote wellbeing amongst the student body, by supporting the Student Welfare and Safeguarding Lead and the Nurse in the organisation of cross-college events.
9. Liaise with the ALS Manager and team for those students identified as having complex learning needs, including attending Review Meetings, where required.
10. Act as one of the College's Safeguarding Officers (students) to receive allegations of abuse from students within their cohort and deal with the appropriate authorities in liaison with the Student Welfare and Safeguarding Lead and maintain records confidentially in a separate locked file and in accordance with the College Safeguarding Policy.
11. Any other reasonable duties related to the role as required by the Line Manager.

All employees have a duty for safeguarding and promoting the welfare of children and young persons and must have due regard to the need to prevent people from being drawn into terrorism. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.

The post holder will also:

1. Contribute to the College's Quality Assurance processes as required
2. Participate in the College's Staff Professional Review and Development Scheme as required and attend training and development as appropriate to the role
3. Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding and Equality and Diversity
4. Demonstrate positive behaviours and day to day commitment to the College's Core values of Excellence, Care, Diversity and Integrity
5. Demonstrate commitment to own continuous professional and personal development
6. The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by their manager or College Principal

Excellence, Care, Diversity and Integrity

7. This job specification is subject to annual review by the line manager and Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder

Health and Safety Responsibilities of all staff:

1. Under the Health and Safety at Work etc. Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
2. Report any incidents, accidents and near misses to line manager in accordance with EN Policy.
3. Ensure that personal protective equipment (PPE) provided for his/her safety is maintained and used appropriately and that any problems are reported immediately to his/her line manager.
4. Report any health concerns to line manager or HR team which may be work related or which may affect his/her ability to do their job safely.
5. Attend all statutory and essential H&S training as designated by the line manager.
6. Comply with College and departmental H&S procedures relevant to his/her particular area and systems of work including emergency procedures.

Signed (postholder)	
Date	

PERSON SPECIFICATION: Progress Tutor

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS & TRAINING	<p>GCSE Maths and GCSE English at Grade C or above or equivalent at Level 2.</p> <p>Good standard of general education to at least Level 3 or equivalent</p> <p>Will undertake relevant training in Safeguarding (College will provide training as needed)</p>	<p>Related professional qualification in a field such as counselling, mental health or guidance</p> <p>Willingness to work towards completion of Teacher Training Qualification (level 3) supported by the College</p>	Application Certificates
KNOWLEDGE/ UNDERSTANDING	<p>Demonstrable knowledge and understanding of Safeguarding and the role of a Safeguarding Officer</p> <p>Understanding of the professional boundaries of the role</p> <p>Able to demonstrate understanding of Equality and Diversity as relevant to the needs of post</p>	<p>Willingness to complete relevant Safeguarding training</p> <p>Willingness to attend training in relevant Pastoral issues and keep such training updated</p>	Application Interview References
EXPERIENCE	Experience of working with young people in an educational or social care setting	<p>Experience of Safeguarding</p> <p>Experienced in working with the 16-19 age group with complex needs in a related role – e.g. counselling or guidance</p> <p>Experience of devising and running workshops for staff and students</p>	Application Interview References
SKILLS/ABILITIES	<p>Ability to relate effectively to 16-19 year old students</p> <p>Highly developed listening and communication skills</p> <p>Good organisational and administrative skills</p> <p>Ability to set and maintain professional boundaries appropriately</p> <p>Ability to work appropriately on own initiative</p> <p>Competent in the use of relevant IT</p>		Application Interview Test References

ATTRIBUTES	Empathy Treats others with respect and dignity Emotional resilience Tact, diplomacy and confidentiality Knows when to seek help and advice		Interview References
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