THE Pinnacle LEARNING TRUST

OLDHAM SIXTH OSFC FORM COLLEGE

JOIN US

Progress Tutor

www.osfc.ac.uk

We are delighted you have expressed interest in a vacancy with OSFC. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned to the by 12 noon on the closing date on the enclosed advert to:
email to hr@pinnaclelearningtrust.org.uk

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about you and how you meet our requirements, using the job description and person specification will assist you with this (Please provide a day-time contact number on your application form)

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application

The HR Department

If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.

Oldham Sixth Form College

Progress Tutor Job Description

Purpose of the post

Progress Tutors work within the existing Personal Tutor team, under the leadership of the Student Support Leaders.

A Progress Tutor is responsible for overseeing the progress of students, the delivery of group tutorials, individualised pastoral support and advice and guidance to students. A Progress Tutor will agree and monitor targets for students based around achievement, retention, attendance and progression and intervene to support improvement where necessary.

It is expected that a Progress Tutor will have a case load of between 160 and 180 students (8 groups).

Summary of Main Duties and Responsibilities:

Officer Responsibilities:

- Embed a culture of high performance and service excellence.
- Provide positive and supportive team leadership (as appropriate) and effective communication.
- Regularly review and update policies, procedures and processes to meet College need.
- Share good practice and take a lead on relevant initiatives.
- Work independently with minimal supervision.

Specific responsibilities

- To carry out admissions interviews for Year 11 students and support the College's enrolment and induction processes.
- To support the planning and delivery of the tutorial programme, including the development of resources, ensuring a high quality and consistent experience for all students.
- To have regular one-to-one meetings with students to set and monitor targets and provide individual support and guidance.
- To track and monitor student achievement, retention and attendance rates, intervening where improvement is required.
- To use apply the College's Behaviour Policy, referring to the College's disciplinary procedures where appropriate.
- To maintain accurate records and ensure all administration is completed in relation to each student.
- To liaise with appropriate staff such as the Additional Learning Support team, Student Support Leaders, CALs, the Student Admin team, teaching and support staff when working with students that require particular support.
- To provide information and offer impartial advice/guidance on future plans, and facilitate access to specific careers advice where more specialist knowledge is needed.
- Supporting students with the completion of UCAS application forms, including producing references, to ensure that a high standard of applications are produced by students.
- To support students in developing employability skills and gaining relevant work experience.
- To support students on the completion of all other application forms, e.g. for employment opportunities with training and other career paths.
- To engage with the families/carers of students.
- To participate in meetings, sharing good practice and liaising with departments across the College regarding their tutees.
- To support groups of through delivery of Study Skills workshops.
- To be available for post exam support as required.
- To obtain student views of the tutorial programme in line with the College's Quality Assurance system.

- To attend parents evenings and other college events as required.
- To contact parents of students that have been absent from lessons from an allocated 'cluster' and record outcomes on Cedar.
- To deal promptly with student complaints, using the established College procedures.

Requirements of all Staff:

- To promote and uphold the College's Mission Statement, values and strategic aims objectives.
- To comply with College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal.

Supervision given to: N/A

Supervision received: Deputy Principal, SSL

Job Specification Review Cycle	Date	Initials
New Post	19.4.2016	PRS
Amended	August 2020	PMY

Ref: Progress Off

PERSON SPECIFICATION: Progress Tutor (Officer)

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience of working in Education		✓	Application/Interview
Experience of working with young people in either a paid or voluntary capacity	✓		Application/Interview
Experience of providing excellent customer service		✓	Application/Interview
Skills and Knowledge			
Excellent administrative and organisational skills	✓		Application/Interview
Articulate and well-developed written and oral skills.	✓		Application/Interview
Knowledge of sixth form, further and higher education system	✓		Application/Interview
Ability to work with learners in a group and one to one settings and establish clear expectations of behaviour as necessary	✓		Application/Interview/ References
Ability to motivate and encourage learners to be successful	✓		Application/Interview
Excellent Computer skills, including knowledge of Microsoft and/or G-Suite applications	✓		Application/Interview
Education and Qualifications			
Good Standard of Education	✓		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability	✓		Application
Successfully completed or working towards a relevant degree (or relevant experience)	✓		Application
Have a First Aid at Work qualification or are willing to undertake one		✓	Application/Interview
Attitude and Personal Qualities			
Accuracy and attention to detail	✓		Application/Interview/ References
Ability to work independently, with minimum supervision and as part of a team	✓		Application/Interview/ References
Confidence in your ability to deal with problems as they arise in a professional manner.	✓		Application/Interview/ References
Ability to multi-task, work under pressure and meet deadlines	✓		Application/Interview/ References
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview/ References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/ References
Patience and ability to remain calm	✓		Application/Interview/ References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/ References
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview