APPLICATION PACK

PROGRESS TUTOR

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March 2023

About Priestley College

Priestley College is a founder member of The Challenge Academy Trust (TCAT) which currently consists of 9 schools and the College, working together to deliver a cohesive education pathway from primary through to sixth form.

We are an inclusive college with a consistent record of high achievement. We offer around 70 A-Level and Vocational courses and we are a college of several firsts.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

In September 2020, Priestley was chosen to be among the first tranche of colleges to provide T-Levels. In the same year our rugby academy became the first in the UK to receive 'dual status' as both boys and girls were excelling.

In its most recent OFSTED report the College was praised by inspectors who said 'teachers ensure students develop the skills and knowledge they need to be successful in their qualifications and in their working life'.

In 2021 Priestley retained its matrix accreditation after an inspection found the quality of advice and guidance it provided met the internationally-recognised standard.

There are now over 2000 students at Priestley with the latest investment a £1.5M technology centre that boasts more than 200 computers. The Crescent Building has also been extended to provide extra café and study space whilst the Performing Arts facilities have been modernised. More than £15M has been invested in the campus since 1999 on projects including the Learning Resource Centre and an all-weather sports pitch.

Priestley's growth in numbers has also gone hand in hand with increasing the range and scope of provision as well as significant improvements in quality.

By responding to student demand and national curriculum development, we have been able to broaden the choice by offering new curriculum lines.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.

The College's goal will always be to inspire, challenge and support its students to ensure they reach their full potential.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

About the Post and How to Apply – Progress Tutor

Priestley College, a founder member of The Challenge Academy Trust (TCAT), is looking to appoint a Progress Tutor.

Progress Tutors have a specific role within the existing tutorial team for the pastoral support of our students.

With the guidance of a Senior Tutor, Progress Tutors will run A-level, BTEC Level 3 tutorials as well as provide individualised support, encouragement and challenge, so that students maximise their potential at Priestley.

The successful candidate(s) will join our existing team of Progress Tutors and will be based at Priestley College.

Responsible to: A Senior Tutor

Contractual Terms: NJC Terms and Conditions for Support Staff in Sixth Form Colleges

Working Arrangements: Full-Time (37 hours per week) / Term-Time only (195 days per year) / Permanent

Start Date: 17th April 2023, or consideration of 24th August 2023 depending on candidate availability. (subject to successful pre-employment checks including a DBS check *or a check against the DBS Update Service if registered)*

Salary: Point 7 to 10 on the Support Staff Salary Scale i.e. £21,394 to £23,367 per annum. Actual salary (pro-rata for term-time only) would be £18,377 to £20,072 per annum

Pension Scheme: Local Government Pension Scheme

Application Deadline: 12 noon Monday 20th March 2023

Interviews: It's anticipated interviews will be held Friday 24th March 2023

Application Process:

The application form is in word format and ***should be downloaded to your pc and s*aved**, then completed electronically (CVs will not be accepted). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact HR. You are reminded that providing false information is an offence and could result in your application being rejected or summary dismissal if you are later selected and possibly referred to the police.

Your application should be returned to hr@priestley.ac.uk or in hard copy format by hand, or posted to the **HR Department, Priestley College Loushers Lane, Warrington, WA4 6RD.** Incomplete applications will not be considered.

Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Our Safeguarding Policy and our DBS and Ex-Offenders Policy (incorporating our Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information) can be accessed on the link to our website, as given above.

As an organisation using the DBS (Disclosure and Barring Service) to help assess the suitability of applicants for positions of trust, Priestley College complies fully with the DBS Code of Practice. For information relating to the DBS please visit w**ww.gov.uk/government/organisations/disclosure-and-barring-service/about** and for information relating to the DBS Update Service visit **www.gov.uk/dbs-update-service** We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the **Child Workforce** (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their certificate, and their registration number to enable the College to carry out an on-line check. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment.

Equality and Diversity

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. We monitor the diversity of applicants. We would therefore ask you to support us in completing and returning our **Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

Invitation to Interview

Applicants who are successful in being short-listed will be contacted by the HR Department by telephone and email and will be given details of interview arrangements. If you have not been contacted you should assume that unfortunately you have not been short-listed on this occasion. Applicants who require any special arrangements or adjustments should contact the HR Department prior to attendance at interview. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support them throughout the selection process.

Evidence of Identity

Applicants invited for interview will be required to produce at interview evidence of their identity, i.e. a current valid Passport, a current Driving Licence, and/or a Birth Certificate (issued at the time of birth, full or short form). In addition a document issued within the last 3 months which confirms your current address (e.g. bank/building society statement or a utility bill – a mobile telephone bill is not acceptable). Also required is a document confirming a Right to Work in the UK (if applicable).

In addition, applicants will be asked to provide evidence at interview of qualifications which are relevant to the post applied for. If certificates are not able to be provided at the interview stage, they must be provided by the successful applicant *prior* to taking up appointment.

References (Safeguarding Requirement)

If you are invited to attend for interview, the College will approach your referees prior to interview. One of your nominated referees must be of a professional nature (i.e. from your **current or most recent employer**). Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people but have been employed in such a capacity previously we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment with the College (TCAT) will be subject to mandatory pre-employment checks which will include a DBS check, satisfactory references, evidence of qualifications (e.g. teaching and professional certificates), proof of health and physical capacity to undertake the role (i.e. an occupational health check), and confirmation of the Right to Work in the UK (if applicable).

Job Description: Progress Tutor

Terms: 37 hours per week, across 5 days per week to be agreed with the successful candidate over 39 weeks per year (195 days) *(must be available to attend marketing events, A Level and GCSE results days if required – payment would be additional, i.e. pro-rata on the salary above)*

Responsible to: A Senior Tutor

Job Description: The Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or responsibility in detail. All College employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the College and its students.

Job Purpose: At Priestley College the individual student is central to all our endeavours. All Teaching Staff at Priestley College have a pastoral role in their everyday dealings with students. The Progress Tutor has a specific role in pastoral support and will act as coach to provide students with individualised support and challenges which will stretch their potential to the full. The role of the Progress Tutor is to challenge students on their progress, attendance and work rate, balanced with providing clear advice and support to ensure students get the best from their time at College. This will also include directing students to the most appropriate sources of help and guidance.

Being able to motivate and energise young people, deliver the tutorial programme, agree motivational targets and produce student progress reviews, you will also be responsible for initiating, monitoring and overseeing the timely completion of students' university and other progression applications. In this role you will also be specifically responsible for writing university references for all the students under your supervision. Working within the existing Tutor team and with the support and guidance of a Senior Tutor and the wider Operations Team, you will provide support, guidance and encouragement to students in your care.

The Progress Tutor has a specific role within the existing tutorial team for the pastoral support of our students. With the guidance of Senior Tutors, Progress Tutors will run tutorials as well as provide individualised support, encouragement and challenge so that our students maximise their potential at Priestley.

Duties and Responsibilities:

Pre-enrolment and enrolment

- Carry out tasks as allocated during the start of each academic year, including the enrolment of new students in August
- Contribute towards the planning and delivery of the college Induction programme
- Establish a tutor group identity and a rapport with their individual students
- Take students through key policies e.g. Anti-bullying and Harassment Policy, e-safety Policy etc

Tutorial programme

- Deliver the tutorial programme as planned
- Deliver the tutorial programme to ensure that the themes of the tutorial programme are effectively addressed
- Take a full part in the sharing of ideas and good practice within the tutor team
- Support students in their career and progression planning and to advise on how to access guidance on making informed choices
- Support students in the applications process by mentoring application quality and Personal Statement writing
- Be available for post exam counselling as required
- Attend team meetings and 1:1 meetings as agreed with their Senior Tutor
- Obtain student views of the tutorial programme in line with the quality systems in College e.g. student voice focus groups, QPD surveys etc
- Cover for other tutors if required
- To attend and support at college admissions processes (by arrangement), including open evenings and interview evenings

Individual student progress reviews and action planning

- Monitor and support the progress of all tutees based on performance monitoring data providing every tutee with supportive and focused 1:1 interviews
- Manage and prioritise 1:1 interviews as required
- Develop an effective and supportive partnership with parents/carers by regular and appropriate contact and meetings with parents/carers
- Monitor the attendance of students in line with College targets, setting improvement targets for students where necessary through following the College's systems
- Monitor and support student achievement within the enrichment programme
- Deal promptly and appropriately with curriculum concerns and referrals in relation to individual student progress
- Document all meetings on Rems Portal
- Monitor the action plans drawn up by students during the review sessions
- Refer students to other agencies where appropriate in consultation with Senior Tutors e.g. CAMHS, etc.
- Deal promptly with complaints raised by students and, where necessary, refer them to the next stage
- Communicate effectively with students and their parents or carers where relevant
- Support and guide students through the progression process as appropriate, including their UCAS application, and overseeing student references
- Liaise regularly with their Senior Tutor and report any emerging issues
- Ensure that the student 1:1 entitlement of significant interviews is achieved

Record keeping

- Ensure all relevant records are maintained e.g. 1:1 interviews, progression plans, course changes, referrals, attendance, and tracking data, safeguarding records and Unifrog student profiles.

Monitoring and evaluation

- Contribute to the quality assurance and self-assessment procedures within the Pastoral team
- Produce summaries and references to an agreed quality standard and to the deadlines set within College
- To commit to College quality systems and regular reviews of performance
- Be pro-active in the use of our tracking tool, Rems Portal, to monitor attendance
- Closely monitor the performance of students on contract and identified specific student cohorts
- Respond in a timely way to requests from College for information: e.g. learner agreements, timetable checks etc.
- Produce timely and appropriate responses for monitoring data supplied
- Ensure that College procedures are implemented in the delivery of tutorial activities
- Identify staff training and development needs and inform the relevant Senior Tutor

Person Specification: Progress Tutor

All Staff must make a positive contribution to:

- The College's Safeguarding and Equality and Diversity practices
- The pursuit of excellence and the highest standards of quality in all aspects of College life
- Their own professional development, in accordance with the needs of the college
- Priestley College's mission statement

	Essential	Desirable
Knowledge of progression routes for students: BTEC, GCSE, AS/A Level, T-Levels		✓
Effective liaison with external agencies		✓
Knowledge of post-16 education and options at 18		✓
Minimum of 12 months' guidance/young persons related work		✓
Awareness of key Safeguarding issues relating to young people	✓	
Degree	✓	
First Aid Qualification (or willingness to be a First Aider/undertake appropriate training)		✓
Ability to communicate clearly and effectively	✓	
Ability to be flexible and show initiative	✓	
Good interpersonal, organisational and administrative skills	✓	
Good record of attendance/punctuality (within the confines of the DDA)	✓	
Commitment to equal opportunities and the principles of Equality and Diversity	✓	
Strong support for the College ethos	✓	
Ability to work to defined deadlines	✓	
Ability to motivate groups of young people	✓	
Ability to work under pressure and maintain a sense of humour and perspective	✓	
Suitable to work with children and young adults and/or vulnerable adults	✓	
Requirement to apply for an Enhanced Disclosure and Barring Service check and produce a DBS certificate (or produce a DBS certificate if registered for the Update Service)	✓	

Support for Students – Background Information

Structure of the Student Services Department

Progress Tutor: Each Progress Tutor will have approximately 10 tutor groups with approximately 20 students per group. Tutor groups will consist of discrete groups of AS, A2 or BTEC Level 2 and/or Level 3 students.

Senior Tutors (5): Senior Tutors (similar role to a pastoral head of year) will line manage the Progress Tutors. The Senior Tutor will be responsible for managing, supporting and monitoring the work of the Progress Tutors and is line managed by the Assistant Principal Student Support Services.

Assistant Principal Student Support Services: The Assistant Principal is responsible for and line manages all the key members of the Operations Team and their responsibility areas, including aspects of Safeguarding, Student/Pastoral Support, Progression, Careers, E&D, Widening Participation, Enrichment, WRL/WEX, Wellbeing/Counselling, Parental liaison/ communication/ evenings and information, Student feedback/engagement, Marketing & IAG, Disciplinary Procedure, within the College.