**Job Description**

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| **Post:** | **Senior Tutor** |
| **Responsible to:** | **Senior Tutor Manager** |
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**Main purpose of the post:**

* To support students in relation to academic progress and general welfare and thereby enable the college to meet its targets for attendance, retention, achievement and high grades.

**Main Duties:**

1. **Operational/Strategic Planning**

1.1 Contribute to the development and regular updating of college policies, including:

* Safeguarding and Child Protection Policy and Procedures
* Prevent Strategy
* Student Attendance and Punctuality Policy
* Student Conduct, Behaviour and Entitlement Policy
* Mental Health and Wellbeing Strategy
* Fitness to Study Policy
* Learner Engagement Strategy
* Parental Engagement Strategy
* Student Bursary, Free College Meals and Care to Learn Policy

1. **Curriculum Provision and Development**

2.1 Contribute to the planning of the group tutorial curriculum, including developing suitable resources and explaining appropriate teaching techniques where required to do so.

2.2 Deliver the tutorial curriculum as planned, including:

* Induction and progression
* Careers curriculums
* The promotion of key themes, Equality and Diversity, Mental Health and Wellbeing, and Safeguarding and Prevent, in line with college policies
* Regular one to one recorded meetings with students

2.3 Obtain student views of the tutorial curriculum in line with the continuous improvement ethos of the college.

1. **Staffing**

3.1 Work collaboratively as part of a team to share good practice.

3.2 Work flexibly, providing cover for absent colleagues when required.

3.3 Participate in continual professional development and coaching and mentoring to enhance subject knowledge and share and transfer good practice.

3.4 Adhere to professional standards, as outlined in National Occupational Standards for Personal Tutoring.

1. **Teaching**

4.1 Ensure that group tutorials are well planned and delivered to meet the learning and academic needs of all students.

4.2 Participate in ‘Be Curious’ (college internal CPD programme) and contribute to the college’s ongoing commitment to outstanding teaching and learning.

1. **Students**

5.1 Monitor the progress of all tutees and instigate appropriate interventions.

5.2 Monitor the attendance and punctuality of students in line with college targets and the Student Attendance and Punctuality Policy.

5.3 Support students in their career planning, including applications for Higher Education and/ or apprenticeships and employment.

5.4 Deal promptly with concerns and referrals raised by staff in relation to individual student progress and, where necessary, refer on for other appropriate support.

5.5 Ensure that all tutees have regular recorded one-to-one meetings in line with departmental targets and as appropriate during their programme of study.

5.6 Arrange and lead meetings with students, parents, teachers and other professionals, as appropriate.

**6. Safeguarding**

6.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the Safeguarding and Child Protection Policy and Procedures and Prevent Strategy.

6.2 Refer students to outside agencies including the Tameside Early Help and Safeguarding Hub (EHASH), other local authority Children’s/ Adult Services and specialist counselling and mental health/ wellbeing services, where appropriate.

6.3 Promote and safeguard the welfare of children, young people and/ or vulnerable adults for whom you have responsibility or come into contact with.

6.4 Ensure that Safeguarding, the Prevent duty and Equality and Diversity procedures are fully adhered to.

6.5 Risk assess and manage students where there is a need.

**7. Discipline**

7.1 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and monitoring/reporting breaches of the Student Conduct, Behaviour and Entitlement Policy.

7.2 Implement the student behaviour and discipline policy, using ‘Review’ procedures.

7.3 Implement the suspension procedure, where appropriate, informing Senior Tutor Managers/SLT and any staff concerned, of the action taken.

**8. Support for Students**

8.1 Work collaboratively with Pastoral and Inclusive Learning support teams to ensure that all students, regardless of ability, receive the support they need to achieve their potential.

**9. Learner Involvement**

9.1 Contribute to the development and implementation of the Learner Engagement Strategy in order to improve the quality of provision and to respond appropriately to student needs.

9.2 In one-to-one meetings, encourage student-led discussions, reflections, accountability and target setting, to enable them to improve/ progress positively in contribution to career goals, and address any areas requiring development.

9.3 Deal promptly with complaints raised by students and, where necessary, refer them to the next stage.

9.4 Communicate effectively with students and their parents or carers where relevant.

**10. Quality Assurance**

10.1 Seek to continually improve standards.

10.2 Contribute to the Self-Assessment Report and Quality Improvement Plan within the area of Pastoral support.

10.3 Participate in the college’s Performance Management Appraisal process and have a bi-annual review meeting with your line manager.

10.4 Participate fully in quality assurance systems including the appraisal process, lesson observations, learning walks, audits and the Subject Evaluation and Performance process, responding positively to feedback/constructive criticism and always seeking to improve provision.

10.5 Pledge a commitment to continuing professional development by actively seeking and participating in both internal and external professional development opportunities.

10.6 Keep a record of personal training and development.

**11. Equality and Diversity**

11.1 Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity.

**12. Management Information and Administration**

12.1 Ensure all data usage and storage complies with the college’s GDPR policy.

12.2 Administer efficiently and accurately all changes to MIS data (e.g. exam entries, leavers, course changes).

12.3 Ensure student information held on Cedar is up-to-date, accurate and appropriate.

12.4 Ensure that college policies are implemented through the delivery of tutorial, especially the Student Conduct, Behaviour and Entitlement Policy.

12.5 Participate in Senior Tutor training/planning days, taking the lead in areas of particular expertise.

**13. Communications**

13.1 Attend college events, briefings and meetings as part of the college schedule.

13.2 Use the college’s systems, policies and procedures to communicate issues as required.

13.3 Liaise with any relevant internal and external agencies (e.g. counselling and mental health/ wellbeing services, Careers, Inclusive Learning, CAMHS, Children’s/ Adult Services and Positive Steps) to ensure that the needs of students are met.

13.4 Discuss any issues of concern/importance with the Senior Tutor Managers, within KIT meetings.

13.5 Pass on information speedily and effectively to teachers and other relevant staff to ensure best outcomes for students and maximise the chances of ensuring student retention and achievement.

**14. Marketing and Liaison**

14.1 Contribute to pre-enrolment activities such as Open Days/ Evenings and other marketing events.

14.2 Participate in the interviewing of potential students.

14.3 Carry out tasks as allocated during Enrolment.

14.4 Contribute to the delivery of Welcome Days and Induction.

**15. Management of Resources**

15.1 Maintain college records as specified by the Senior Tutor Managers and SLT.

15.2 Support students in maintaining their Individual Learning Plan (ILP) from Induction until they progress from college.

15.3 Write references as required and keep copies on file.

15.4 Contribute to the updating of display materials and noticeboards in group tutorial rooms.

**16. Other**

16.1 Contribute positively to Senior Tutor meetings.

16.2 Take responsibility for specific areas of the Pastoral system as agreed by negotiation with the Senior Tutor Managers and Director of Engagement and Achievement.

16.3 Contribute to the college mission and ethos and support the aims and objectives of the college.

16.4 Follow and comply with the college’s policies and procedures as outlined in the Code of Conduct (Staff) and take responsibility for the duty of care in respect to Health and Safety across the college.

16.5 Undertake any other duties of an equal nature as assigned by the Centre Principal or their designated alternate.