

JOB DESCRIPTION



It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

JOB TITLE: Lead Personal Tutor

JOB PURPOSE: Working as part of a team of lead tutors, lead tutors will play a key role in ensuring that the student support system achieves its goals. Lead Tutors act as a point of support, advice and guidance for the team of Personal Tutors and deal with initial referrals from personal tutors for students with complex issues. They will support and promote equality and diversity, safeguarding and child protection awareness within the college; help to maintain and promote good discipline; help to develop a culture of mutual support; and share best practice within the lead tutor and personal tutor team.

RESPONSIBLE TO: Safeguarding and Pastoral Support Manager

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

1. To provide support and guidance and act as a first point of reference for Personal Tutors to help them carry out their role and deal with a range of issues including:
 - a. Guiding and introducing new students to college systems and expectations;
 - b. Ensuring students are a programme that matches their career aspirations and academic strengths and interests;
 - c. Ensuring that all students are aware of their rights, responsibilities and methods of communication, and complete other necessary important administration including Learner Agreements, Statements of Examination Entry, Questionnaires.
 - d. Ensuring clear record of tutorial work on the Student Portal System, such as those relating to absence in line with the College's Attendance Policy and Procedures;
 - e. Ensuring excellent levels of attendance and responding to attendance concerns;
 - f. Reviewing students' academic progress and personal development (e.g. extra-curricular activities and careers);
 - g. Disciplinary matters to include persistent concerns re attendance, progress or behaviour, liaising with students and parents as appropriate depending on the nature and level of concerns raised.
 - h. Providing advice for students in difficulties and signposting to appropriate internal and external agencies.
2. As Deputy Designated Safeguarding Lead, to act upon any safeguarding and child protection concerns which may arise, discussing each case with the Safeguarding and Pastoral Manager. This will include the need to assess any concerns and issues raised by a personal tutor and making Multi-Agency Referrals as appropriate.
3. To inform subject teachers and linked support staff where problems exist which have, or may have, an influence on a student's work and to establish appropriate courses of action and interventions, maintaining contact with parents and external agencies involved in supporting the student where appropriate.

4. To work collaboratively with the Academic Progress Manager and Safeguarding and Pastoral Manager to ensure that students within the allocated cohort are attending college, making progress in academic work, progression, enrichment and extra-curricular activities and to take steps to intervene where necessary and escalate any serious concerns to ensure high levels of student achievement, including through developing their skills of independent study.
5. To advise about and monitor students' applications to employment, further education or higher education, referring students on to Student Services and external outside advisors as necessary.
6. To complete references for students within your cohort as and when requested by external organisations.
7. To deliver and help provide cover for tutorial sessions in the case of personal tutor/lead tutor absence.
8. To participate in procedures to develop and improve tutorial policy, and work with the wider pastoral and safeguarding support team to ensure the quality of the programme.
9. To attend Parents Evenings, Careers Events, and Open Events.
10. To keep abreast of best practice in safeguarding practices and tutorial policy and undertake training necessary to develop skills and awareness, including managing and attending personal tutor meetings and student support meetings.

GENERAL RESPONSIBILITIES

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
4. To comply with all other College policies and procedures.
5. Make best use of technology, facilitating change to deliver new ways of working, which support the college's strategic objectives and core values.
6. To undertake continuing professional development.
7. To support the College with invigilating formal and informal examinations, and other administrative tasks that facilitate the successful running of the College, as and when necessary.
8. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

PERSON SPECIFICATION



JOB TITLE: Lead Personal Tutor

REQUIREMENTS	ESSENTIAL / DESIRABLE
Education / Training	<p>Essential</p> <ul style="list-style-type: none"> ➤ A level 3 qualification i.e. 2 or 3 A levels or equivalent
Knowledge/ Experience	<p>Essential</p> <ul style="list-style-type: none"> ➤ Significant successful experience of delivering advice and guidance in an educational or related environment <p>Desirable</p> <ul style="list-style-type: none"> ➤ Experience of working successfully with students and a commitment to ensuring they fulfil their potential ➤ Teaching experience ➤ Student guidance experience ➤ Experience of speaking to groups
Skills / Aptitude	<p>Essential</p> <ul style="list-style-type: none"> ➤ Ability to motivate, engage and connect with young people ➤ Enthusiasm and ability to learn quickly ➤ Ability to work on own initiative and as part of a team and to prioritise ➤ High level of confidentiality and discretion ➤ Ability to communicate effectively at different levels e.g. with students, parents, subject teachers and external organisations both orally and in writing ➤ Excellent administrative, organisational and record-keeping skills ➤ Ability to work calmly under pressure with changing priorities ➤ Ability for and commitment to the use of ICT as an evolving tool to improve the students' learning experience
Other Factors	<p>Essential</p> <ul style="list-style-type: none"> ➤ Patience, empathy, affability and positivity i.e. a 'can do' attitude ➤ Reliability, determination and commitment ➤ Resilience, adaptability and confidence ➤ Commitment to equal opportunities, inclusion and safeguarding ➤ Commitment to ongoing personal development and training