

## Job Description

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**Job title:** College Tutor

### Main purpose of job:

- To deliver the college tutorial programme to all tutorial groups and to assist the Head of College and whole academy PD Lead in the coordination of Key Stage 5 PSHE resources.
- To monitor student attendance and engagement in their study programme including 'Compulsory Study Time'.
- To monitor progression data for all students and provide individual mentoring and target setting to support the Plume College Team.
- To liaise with parents/carers and subject teachers to support a holistic approach to students reaching their potential.
- To support and advise students in their UCAS (including Russell Group and Oxbridge) and alternative post-18 pathway applications.
- To provide support to the Head of College in a range of Sixth Form matters and events including the Careers Fair.

**Department:** College

**Location:** Plume Academy

**Position reports to:** AVP / Head of College

**Position is responsible for:** N/A

**Length of contract:** Fixed term contract until August 2025; 32.5 hours per week, 8.55am - 4.20pm, Monday to Thursday, 8.55am – 3:30 pm Friday (with 45 minutes lunch break daily)

**Salary:** Unqualified Teacher Pay Scale 1-6 (£20,598 - £32,134 pro-rata) dependent on experience

## Key Responsibilities and Accountabilities

### Main Duties:

#### KS5 Tutorial Programme

- To effectively deliver the Key Stage 5 PSHE programme in college tutorial lessons, embedding the Plume Core Values AMBITION, RESPECT, RESILIENCE and COMMUNITY
- To plan and coordinate engaging resources for tutorial lessons, regularly updating to reflect the ever-changing PSHE landscape
- To create and implement an effective and consistent strategy to monitor student progress/engagement with the tutorial programme
- During tutorial time, develop a 1:1 academic mentoring relationship with students to help them reflect on their progress based on data and to set and review bespoke SMART targets.

- To report back on student behaviour and progress, as appropriate, to the Sixth Form team.
- To monitor the targets set for students, provide assertive mentoring and help with co-ordinating appropriate intervention to maximise progress.
- To contribute to the mentoring programme for groups of identified students (specifically bursary supported and vulnerable students).
- To promote positive behaviour and attitudes for students in all Sixth Form areas and throughout the academy, and effectively addressing an issues, should they arise.
- To promote and reinforce Sixth Form students' self-esteem, independence, work ethic and high aspiration.
- To work with the Head of College, Faculty Leaders and Subject Teachers to ensure that all College students in your Learning Group understand the academic expectations which apply to them. To liaise closely with the Student Achievement and Progression Manager and Head of College about pastoral issues relating to your Learning Group.

### **Attendance**

- To register students during timetabled tutorial lessons
- To assist the work of the College Manager with regard to Sixth Form attendance by monitoring and supporting the attendance of targeted students over time and communicating with parents/carers where necessary.

### **Supporting Future Aspirations**

- To provide effective academic support, monitoring and mentoring to ensure that students in the Sixth Form are able to achieve their full potential and adopt exemplary study approaches
- To support the Head of College with the completion and submission of forms relating to administration of further/higher education and employment / apprenticeship applications, seminars and visits.
- To actively encourage Sixth Form students to take part in extra-curricular enrichment activities, such as Work Shadowing, Trips, University visits and external programmes and workshops.
- To help supervise Sixth Form students on planned visits and journeys as required.
- To liaise closely with the Head of College to ensure the smooth running of the UCAS programme, to contribute to UCAS enrichment events, oversee the writing of school references, high quality Annual Overview Reports (AOR), assist with personal statements and deliver appropriate sessions to the students.

### **Support for Home/School Links**

- To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating support for attendance and learning, maintaining sensitivity and confidentiality at all times.

### **Other**

- To ensure all necessary College administration is correctly completed by students within your Tutor Group and by stipulated deadlines to College Office Manager (Mrs Kim Demes).
- To support Sixth Form celebration, community and sporting events.
- To promote and safeguard the welfare of all children and young persons you are responsible for or come into contact with.



- To be aware of and comply with policies and procedures.
- To attend and participate in relevant meetings as required.
- To participate in training and personal development as required.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake other similar duties as required.

#### **Whole School**

- contributing to extra-curricular activities
- participating in whole academy planning and developments through working parties and groups.

#### **General**

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Be educated to degree level	✓	
A genuine commitment to students and high expectations for their progress and welfare	✓	
A commitment to the pursuit of high standards in all aspects of the life and work of the academy	✓	
A personal presence and confidence; warmth and sensitivity	✓	
An openness and sensitivity to staff, students, and parents/carers	✓	
A commitment to working proactively with students, parents/carers, trustees and other partners in the learning process	✓	
A commitment to recognising and valuing the achievements of all members of the academy community	✓	
A proven ability to work as a team member	✓	
A commitment to equality of opportunity	✓	
Evidence of further study and continuing professional development		✓
Experience of working with students at Key Stage 5		✓
Knowledge of UCAS and Post-18 Destinations		✓
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Able to confidently deliver lessons to learners of all abilities	✓	
Able to communicate effectively, both orally and in writing	✓	
Able to build and maintain effective relationships at all levels that encourage collaborative working	✓	
Strong planning and organisational skills including the ability to prioritise, multitask and meet deadlines	✓	
Proficient in Microsoft Office (PowerPoint/word/excel spreadsheets)	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Open communicator with a welcoming disposition	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	✓	
A creative and imaginative thinker who can identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	