

JOB DESCRIPTION

Job Title: Senior Personal Progress Tutor

Responsible to: Head of Pastoral Support

Main Purpose: Coordinating the work of the Personal Progress Tutors. Work as a member of a cross college team delivering effective tutorial entitlement, student support and guidance which will enable students to achieve to their full potential, while developing wider skills at the same time. Your role will be to motivate, inspire and encourage students and staff to achieve the best they can. You will contribute to a culture of high expectations, excellent teaching and robust tracking and support.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Acting as the first point of contact for the PPTs they are responsible for coordinating. To ensure that PPT's are aware of the students within their tutor group, and that they are working with the students to remove barriers to their learning. Ensuring SMART targets are discussed, set, agreed and monitored with all students, where applicable, and that student attendance and punctuality is consistently monitored throughout the academic year
- Co-ordinate the course change process during the first 42 days of each new academic year with a particular focus on student retention.
- Direct supervision of a reduced cohort of students. Acting as first point of contact for students within their individual cohort and their respective next of kins.
- Participating in regular communication with Head of Pastoral Support, curriculum teams and leaders, student welfare and learning support teams, where appropriate
- Ensuring that the PPTs are maintaining accurate and up to date records of the status of all 'At Risk' students and meet with PPTs regularly to monitor this. Ensure that the PPTs are referring students at high risk to the welfare team/lead for safeguarding/Head of Pastoral Support.
- Updating the Head of Pastoral Support on all student disciplinary matters which require their attention.
- Monitoring the quality of the tutorial provision by undertaking tutorial observations of PPTs in accordance with college quality assurance processes
- Implement disciplinary action to students, as and when required. Support PPTs to manage and record incidents of bullying, taking these issues to student welfare/Head of Pastoral support where appropriate
- To share best practice across the group and work collaboratively in providing the best possible pastoral support for all our students

- Attend events to promote the College including Open Events, Parent Induction Events, Student Enrolment, Student Induction, and Student Progression events as appropriate
- The above job description is not exhaustive and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	<ul style="list-style-type: none"> GCSE English & Maths (or equivalent) Knowledge and understanding of post 16 Education Relevant qualification, such as NVQ4 or HNC/ Degree or equivalent level of knowledge 	<ul style="list-style-type: none"> Information, advice and guidance or relevant youth work qualification. Knowledge and understanding of progression opportunities for students Demonstrable experience of leading a team of people. 	I,A,
Knowledge and Skills	<ul style="list-style-type: none"> Ability to organise and plan for oneself and for working with others Good attention to detail with a thorough, calm and methodical approach to work Strong written and verbal skills (including on the telephone and face to face) 	<ul style="list-style-type: none"> Confidence to deliver tutorial sessions 	A,I,P
Experience	<ul style="list-style-type: none"> Experience of working with young people (16+) in an educational, youth work or club/voluntary setting (e.g. Scouts, football) 		A, I,
Personal Qualities	<ul style="list-style-type: none"> High expectations with a commitment to support every student to work towards their personal best Positive, friendly, and patient; able to build quickly a good rapport with students Ability to work confidently with students, staff and parents/carers Flexible and creative approach Self-motivated, with the ability to use own initiative and work with minimal supervision Ability to work in a committed and professional manner, maintaining confidentiality of sensitive/personal data Emotional resilience in respect to the pastoral and welfare aspects of the role 		A, I,
Training	<ul style="list-style-type: none"> Willingness to attend, undertake any training or development as, or when appropriate. Commitment to continuing personal development through continual professional learning. 		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. 24 days, plus public holidays, raising to 29 days on completion of 5 years' service.
2. New appointments to the College are subject to a twelve-month probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Colleges Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.

College Character Strengths

We have eight college character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the college is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new XR Lab.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.