# Job Description

**Job Title:** Personal Progress Tutor

**Responsible to:** Group Head of Pastoral Support and Administration; Head of Pastoral Support.

**Main Purpose:** To assist students to be successful in progressing and achieving by monitoring and supporting them to attain consistent attendance and performance. To arrange internal/external support and communicate planned actions to teachers, managers, and parents/carers where applicable.

Your role will be to motivate, inspire and encourage students 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.*

- To provide individualised pastoral support to students, and to coach and mentor students through termly Personal Development Reviews, as well as setting SMART targets to aid development and progression.
- To be the first point of contact for students, and to triage to internal services such as student welfare, careers advice or other college services as appropriate.
- To collect and collate accurate attendance data and follow up all absences with individual students and/or their parents/carers.
- To specifically monitor attendance of targeted students and/or groups in conjunction with line managers and initiate follow up action as appropriate.
- To plan and deliver student weekly Next Steps sessions as appropriate and/or required including online tutorials, in line with the college requirements.
- To support students with all aspects of their progression pathways including applications for Higher Education, apprenticeships and employment.
- To build effective communication links between all stakeholders and where necessary/appropriate attend meeting to discuss student issues, making full use of the College epastoral, eILP and reporting systems to record this.
- To report to line manager and Heads of Faculty/School regarding concerns about an individual or groups' attendance levels, as well as behaviour/disciplinary issues, taking an active role in maintaining college standards.
- To attend regular staff and student led meetings where issues/concerns can be shared, discussed, and followed up with action plans developed. Update teams with progress, new initiatives and good practices where appropriate.
- Engage actively in personal professional development.
- 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** | • GCSE English & Maths (or equivalent)<br>• Knowledge and understanding of post 16 Education | • Information, advice and guidance or relevant youth work qualification.<br>• Knowledge and understanding of progression opportunities for students<br>• Degree or equivalent qualification | **I,A,** |
| **Knowledge and Skills** | • Ability to organise and plan for oneself and for working with others<br>• Good attention to detail with a thorough, calm and methodical approach to work<br>• Strong written and verbal skills (including on the telephone and face to face) | • Confidence to deliver tutorial sessions | **A,I,P** |
| **Experience** | • Experience of working with young people (16+) in an educational, youth work or club/voluntary setting (e.g. Scouts, football) | | **A, I,** |
| **Personal Qualities** | • High expectations with a commitment to support every student to work towards their personal best<br>• Positive, friendly, and patient; able to build quickly a good rapport with students<br>• Ability to work confidently with students, staff and parents/carers<br>• Flexible and creative approach<br>• Self-motivated, with the ability to use own initiative and work with minimal supervision<br>• Ability to work in a committed and professional manner, maintaining confidentiality of sensitive/personal data<br>• Emotional resilience in respect to the pastoral and welfare aspects of the role | | **A, I,** |
| **Training** | • Willingness to attend, undertake any training or development as, or when appropriate.<br>• 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. Holidays: 23 days, plus public holidays, raising to 27 days on completion of 5 years' service, pro rata for part time working.

2. New support staff appointments to the Trust are subject to a 26-week probationary period.

3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.

4. The Trust 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 Education 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 Group operates a policy of equality and diversity which protects employees, students and people who access the Group'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.

## Group Character Strengths

We have eight Group 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 Group 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 STEM Innovation Campus.
- **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.