

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the Conditions of Service Handbook.

Job Title: Personal Development Tutor

Job Purpose: -To provide effective delivery of Personal Development Activities as part of a cross-college team and in the role of Personal Tutor.
- To provide consistent high-quality advice and guidance, monitoring and intervention, and parent/carer liaison to support student admissions, attendance, engagement, retention and progression.

Accountable to: Heads of House and Senior PDT

Responsible for: None

Key Responsibilities and Key Tasks:

- 1. Provide effective delivery of Personal Development Activities as part of a cross-college team and in the role of Personal Tutor.**
 - a. Provide consistent delivery of the Tutorial Programme to ensure effective induction to college systems, development of studentship, relationships, sex & health education (RSHE), education for safeguarding (E4S), equality, diversity and inclusion (EDI) education and careers education, information, advice and guidance (CEIAG).
 - b. Ensure election of a Tutor Group representative for the Richard Collyer Union (RCU) and provide opportunities for communication between the group and the rep to support Student Voice.
 - c. Support the delivery of Progression Pathways (UCAS, apprenticeship and other application processes), providing 1-1 and group support for students with applications and conducting checks as required.
 - d. Contribute to the delivery of enrichment activities and facilitate student-led enrichment as required.
 - e. Support the planning and delivery of cross-college events and activities as required.
 - f. Contribute to the delivery of intervention workshops to support student engagement, progress and outcomes.

- 2. Provide consistent high-quality advice and guidance, monitoring and intervention, and parent/carer liaison to support student admissions, attendance, engagement, retention, outcomes and progression**
 - a. Contribute to student admissions, engagement and progression processes, including Admissions and Enrolment Interviews, Welcome Day and Progression Interviews, providing advice to students on course choices, entry requirements and progression.
 - b. In the role of Tutor, support induction, the development of studentship, retention, achievement and progression of students, through the provision of regular 1-1s, appropriate advice, guidance, monitoring and intervention.





- c. Record Tutorial attendance accurately, regularly check overall attendance, following up unreported absences and poor punctuality, making contact with home when required.
- d. In the role of Tutor, monitor student progress and implement intervention strategies to support and challenge students to achieve their potential, making effective use of MyProgress, 1-1s, Progress Review Meetings, Intervention Stages and Action Plans.
- e. In the role of Tutor, monitor and support student wellbeing, signposting online resources and specialist support teams as appropriate.
- f. In the role of Tutor, monitor behaviour notes, respond to referrals from other staff, ensuring effective communication with parents and Head of House and timely target reviews for students on Stage 1 Action Plan.
- g. In the delivery of wider Personal Development activities, monitor student attendance and provide effective intervention to ensure strong student engagement and progress.
- h. Ensure students are aware of, and comply with, the college code of conduct and other college policies.
- i. Keep accurate records using MyProgress, referring to Head of House, Pastoral Directors or Student Services as appropriate.
- j. Monitor students with potential risk factors, keeping records of contextual information on MyProgress and concerns on CPOMS, ensuring appropriate and timely referrals to Head of House, Pastoral Directors, Student Services and Study Support as appropriate.

3. Any other duties

- a. Contribute to the development of materials for the Tutorial Programme and Intervention Workshops as part of the PDT Team.
- b. Provide cover for tutorial, intervention workshops and enrichment activities as required.
- c. Contribute to general supervision of students across campus as required.
- d. Attend and contribute to calendared House Meetings and ensure effective communication with Heads of House.
- e. Attend Progress Review Days in the autumn and spring.
- f. Engage with tutorial and pastoral inset training as required.
- g. Undertake any other reasonable tasks, as required by the Principal.

