



St John Rigby College  
Gathurst Road, Orrell, Wigan WN5 0LJ

### **JOB DESCRIPTION**

**Post title:** Progress Tutor

**Purpose:** To provide support to students and work with students (individually and in groups) to deliver a tutorial programme and help students focus on their learning and study skills, enabling them to make academic progress and achieve their full potential. To provide operational and administrative support to the Assistant Principal (Students) and Vice Principal (Students). To work with colleagues within the team and operate flexibly as required.

**Reporting to:** Vice Principal (Students) and Senior Tutors

**Working time:** 8.30 a.m. – 4.30 p.m. Monday to Friday, Full time, Term Time plus one week.

This equates to 39 weeks in the year, 38 of which are worked in conjunction with the academic year. The remaining 5 days will be worked at an agreed time.

**Salary / Grade:** Point 9-11 of the Sixth Form Support Staff Pay Scale (£21,141 – £22,596 pro rata, per annum). Please note that qualified teachers will start at the top of this scale and, subject to satisfactory appraisal, will progress to SP14 (£24,750 pro rata, per annum) in year 2 and the following year to a maximum of SP17 (£27,098 pro rata, per annum).

#### **Main Duties and Responsibilities:**

- Primary purpose of the role is to support students in their pursuit of the highest academic achievements. The post holder must have the ability to work with a wide range of students in the 16-19 age groups, from very different backgrounds and with very different needs, and to respond according to those needs.
- The post holder will be required to work flexibly on occasion which could include occasional evenings (parents' evenings, open events) and, once a year, on a Saturday.

#### **Role Specific Responsibilities:**

- To be responsible for the progress, performance and wellbeing of a caseload of students taking all measures necessary to assist them in meeting or exceeding their aspirational target grades.
- To track and monitor levels of attendance, achievement and retention, taking immediate action to reduce the risk of students leaving college by liaising with teaching staff, students and parents/carers to improve attendance and attainment.
- To deliver an induction and tutorial programme, careers and higher education information, advice and guidance.
- To contribute to the development of the tutorial programme.
- To refer students as appropriate when safeguarding concerns arise.

- To conduct a programme of one-to-one support meetings with students at regular points throughout the academic year, liaising with parents and staff as appropriate and having oversight of the students' subject grades.
- To support careers events and trips and visits that enhance students' progression opportunities.
- To provide advice and support to students following the publication of external examination results.
- To advise students on the completion of Higher Education and employment applications and be responsible for coordinating and ensuring quality academic references in conjunction with subject teachers.
- To provide information and offer impartial advice/guidance on future plans, and facilitate access to specific careers advice where more specialist knowledge is needed.
- To participate in appropriate College marketing and liaison activities, which include open evenings, progress review evenings, enrolment activities and induction.
- To refer students, where appropriate, to additional support.
- To be involved in school liaison and interviewing prospective students.
- To help with the change of course and student support and disciplinary systems.
- To act as mentor for a number of students.
- To attend Progress Tutor meetings, and meet regularly with relevant Senior Tutor to discuss student guidance and support issues and concerns.
- The Progress Tutor is expected to attend all meetings and training specific to personal tutoring irrespective of the number of tutor groups for which the post holder is responsible.
- To work closely with other Progress Tutors to ensure standardisation of the student experience, jointly providing cover and developing strategies to add value to teaching and learning.
- To develop own expertise that will benefit the whole pastoral/student support team.
- To attend any necessary training and/or development as the role demands.

#### General Duties and Responsibilities

The post holder is required to:

- Perform his/her duties in accordance with the College's Excellence Through Inclusion Policy and action plan, also taking into account responsibilities for promoting British Values.
- Share in the College's commitment to safeguarding and promoting the welfare of students, including maintaining awareness of the Prevent strategy and action plan and the safeguarding and Child Protection Policy.
- Participate in the College's Performance and Development Review.
- Undertake Continuing Professional Development (CPD) relevant to his/her post.
- Perform any other duties as may be reasonably required from time to time by the Principal, through the Vice Principal or Senior Leadership Team.

#### Communications

- To maintain comprehensive, accurate and up-to-date student records.
- To assist the Vice Principal (Students) and Senior Tutors in ensuring that information about student progress and achievement is disseminated to parents/carers and to participate in meetings with parents/carers.
- To assist the College Management Team in cross College communications with parents/carers.
- To attend meetings in accordance with the College's meetings schedule.
- To liaise with staff, students and external agencies where appropriate.
- To ensure effective communication as appropriate.

#### Other specific duties

- To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

- To promote actively all of the College's policies and procedures, most notably Safeguarding and Child Protection, Health and Safety, Excellence Through Inclusion and Data Protection.

### Staffing

#### Staff Development

- To undertake staff development where appropriate.
- To take part in the College's appraisal process.

#### Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

#### Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

#### Management of Resources

- To contribute to the maintenance of an attractive working environment in your area.

#### Other

- To undertake any other duties the Principal or his designated alternate may reasonably direct from time to time within the context of the St John Rigby College contract.
- This job description is subject to periodic review and amendment.

It is agreed that the above is a brief and concise description of the above job.	
Date:	11 <sup>th</sup> June 2020
Prepared by:	Paula Nolan, Vice Principal - Students
Approved by:	Peter McGhee, Principal