

STANMORE COLLEGE

PERSONAL TUTOR

(36 hours per week, fixed term to 31 July 2019)

Could you support a young person to succeed at college?

If your answer to the above is YES, then you may be interested in this opportunity to work at a small and friendly college with high standards and excellent results.

As a personal tutor you will have responsibility for several groups of 16-19 year olds and be their mentor, advisor, critical friend and coach. You must have a level 4 qualification, preferably a degree, level 2 English plus a pre-teaching qualification such as PTLLS or willingness to undertake within one year of appointment. Experience of managing large groups is essential.

Salary: Band G, points 21 - 24, £25,969 - £27,959 per annum

Application form and further details of the post available from the Stanmore College website: www.stanmore.ac.uk or by telephone on 0208 420 7739.

Closing date for applications: Tuesday, 8th January 2019
Interviews will take place on – to be announced

STANMORE COLLEGE

JOB DESCRIPTION

POST: Personal Tutor

REPORTS TO: Senior Tutor

RESPONSIBLE FOR: The support and progress of a group of students within the College

JOB SUMMARY:

Personal Tutors play a leading role in ensuring that students have the appropriate support to help them succeed on their courses. The prime job role is to act as a personal tutor to a caseload of 16-19 year old students. Key responsibilities are

- the active monitoring of students' progress on their courses
- target setting and monitoring individual learning plans (ILPs)
- preparing students for progression within and from the College
- delivery of the personal development curriculum through the group tutorial
- the encouragement of participation in wider College life
- the further development of our relationships with parents and carers
- to contribute to the wellbeing, support and care of young people at the College

PRINCIPLE ACCOUNTABILITIES

The person appointed should:

- Work with students on a one to one and group basis. Act as an advocate for students.
- Monitor attendance, punctuality, and data on student progress towards attainment targets. Undertake 1:1 pastoral tutorials, and provide action plans and SMART targets to assist the learner in achieving all elements of their programme of study, recording them on the ILP and referring students to curriculum teams and internal support agencies where appropriate.
- Ensure effective communication with teaching staff, and liaising effectively with counselling, medical, financial support, additional learning support, enrichment team and with the study coaches in order to offer a full range of support for your students.
- Ensure the best possible level of tutorial support and consistency of delivery of the tutorial programme and the Personal, Social and Employability skills agenda. Deliver the college tutorial materials and contribute towards the ongoing development of these materials.
- Ensure all tutees receive their full induction programme and assist with supervision and tracking of completion of initial and diagnostic assessment

- Ensure all tutees receive IAG and progression advice. Support the UCAS process for your caseload of students through: liaison with College Careers advisers, writing references, checking and processing applications.
- Carry out the first two stages of disciplinary interventions. Preparing clear documentation for any disciplinary meeting called. Accompanying tutees to disciplinary meetings at stages 3–5.
- Establishing contact with and liaising with parents, guardians, carers and providing timely and accurate information. Meeting with parents and carers when necessary, which will include attending all parents' evenings.
- Supporting the College Learner Voice Strategy, ensuring that learner representatives are elected from each tutor group.
- Support the Senior Tutor in the self-assessment process for the team. Support a culture of continuous improvement through contributing to the use of rigorous self-assessment processes.
- Contribute to Open Evenings/Events, Parents' Evenings, student interviews, handbooks, marketing materials, study skills, work experience, where appropriate.
- Monitoring and managing behaviour, promoting college expectations and adhering to an agreed staff rota in the Personal Tutor area. Work co-operatively with other Personal Tutors to ensure a consistent cross College approach to all aspects of student support.
- Participating in the College appraisal scheme and arrangements made for further training and professional development.
- Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.
- Performing administrative and organisational tasks related to the work of the College, including participation in meetings arranged for any of the purposes described above.

The post-holder can be required to carry out any other duties consistent with the grade of the post, at any site on which the college may operate.

This job description is current at the date shown below. In consultation with the post-holder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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STANMORE COLLEGE**PERSON SPECIFICATION****JOB TITLE: PERSONAL TUTOR****DEPARTMENT: STUDENT SERVICES AND WELLBEING**

Criteria	Possible source of evidence
QUALIFICATIONS:	
Level 4 qualification (degree preferred)	Application form/ certification
A pre-teaching qualification such as Preparing to Teach in the Lifelong Learning Sector (PTLLS), or the willingness to achieve this within one year of starting the post	Application form/ certification
Level 2 English (GCSE equivalent) Level 2 maths (GCSE equivalent) or willingness to work towards	Application form/ certification
Possession of any of the following professional qualifications would be advantageous but not essential: coaching, mentoring, youth work, teaching of a specific skills such as music or sport	Application form/ certification
EXPERIENCE OF:	
Working with young people, one to one	Application form/ supporting statement/ selection task
Working with young people in groups	Application form/ supporting statement/ selection task
KNOWLEDGE OF:	
Sound equal opportunities practice and how to apply it in the relevant area of work	Supporting statement/ interview
Main Office packages	Supporting statement/ interview
Study skills for young people	Supporting statement/ interview
Safeguarding principles	Application form/ supporting statement
SKILLS:	
Communication skills, both verbal and written	Application form/ supporting statement/ interview
Ability to learn use computer applications competently	Supporting statement
Good organisational and administrative skills	Supporting statement/ interview
A specific skill or interest that could be offered as an enrichment activity (desirable)	Supporting statement

ABILITY TO:	
Produce clear written reports and action plans	Supporting statement/ selection task/ interview
Understand and work with parents/ carers	Supporting statement/ selection task/ interview
Work as a member of a team	Supporting statement/ interview
Propose innovative solutions to problems and implement them calmly	Supporting statement/ interview
Mediate between different parties such as students, parents, teachers	Supporting statement/ interview
Represent the college effectively to outside bodies	Interview
PERSONAL QUALITIES	
Flexibility, adaptability and enthusiasm	Interview
Patience and approachability, tact and diplomacy	Interview
Able to relate to a variety of people	Interview
Commitment to continuous personal development	Application form/ supporting statement/ interview
A liking of young people and enjoyment of their company	Selection task/ interview