

## **JOB DESCRIPTION**

*(as at Jan 2020)*

**Job Title:** Personal Support Tutor

**Responsible to:** Head of Pastoral Support

**Functional Liaison with:** Working as a member of a cross college team delivering effective tutorial entitlement, learner support and guidance which will enable a specific caseloads of learners to achieve success and develop their potential. Targeting intervention activities with particular, challenging students.

**Main Purpose:** Course Directors  
Course Teams  
Learning Support Assistants  
Student Welfare

### **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.*

#### **1 Contribute to the initial engagement of learners by:**

- a. Providing information, advice and guidance (IAG) at open events, in return for TOIL.
- b. Working with course directors during the interviewing applicants.
- c. Facilitating initial assessment activities.
- d. Participating in student induction and enrolment programmes.
- e. Work with other PSTs across all Curriculum areas to successfully implement the college 42-day transfer process.

#### **2 Contribute to the monitoring and supporting of learner progress by:**

- a. Inspiring students to take ownership of their progress and development by encouraging them to lead the 1:1 tutorial.
- b. Participating in regular communication with course teams
- c. Developing and maintaining realistic individual learning plans (ILPs).
- d. Ensuring SMART targets are discussed, set, agreed and monitored.
- e. Being familiar with and ensuring students are aware of progression opportunities.
- f. Developing and providing student references for external agencies, employers etc.

- g. Assisting students with completion of applications e.g. UCAS, further studies or employment.
- h. Assisting course directors in gathering and recording accurate destination data.
- i. Complete accurate, concise and professional records within Intuition whenever required.

### **3 Contribute to the pastoral support provision by:**

- a. Carrying out regular 1:1 progress reviews as per current tutoring policy, ensuring students are encouraged to take the lead in this process.
- b. Acting as first point of contact for students and their respective parents/guardians.
- c. Monitoring and recording of students' attendance or punctuality issues.
- d. Working with course directors to plan, develop and deliver parent/guardian feedback events.
- e. Providing students with advice and guidance on e-safety and raising awareness of safeguarding issues.
- f. Providing initial advice on bursary or welfare issues and make appropriate referrals when required.
- g. Addressing low level welfare issue and bullying issues and logging the information within the specified college systems.
- h. Carrying out exit interviews and evaluating reasons for early leaving.

### **4 Contribute to the additional learning support provision by:**

- a. Identifying indicators and causes of learner underperformance.
- b. Highlighting relevant students to the learning support team.
- c. Facilitating effective interventions and action plans for underperforming learners.
- d. Giving students advice and information on opportunities of wider learner support.
- e. Monitoring 'at risk' students and supporting their progress towards re-engagement.
- f. Ensuring there are accurate records of additional learning support (ALS) activities.

### **5 Contribute to learner development and the enrichment provision by:**

- a. Developing and delivering Every Learner Matters (ELM) themed group activities as per cross college plan.
- b. Ensuring learners are aware of all aspects of the learner voice activities.
- c. Support course directors with the election of student representatives and supporting those elected in their role.

### **All Personal Support Tutors will:**

- a. Provide a model of excellence in tutoring.
- b. Develop the use of and promote good practice in the application of e-learning in tutoring.
- c. Adhere to the Risk Management Policy and notify line managers of any identified risk.
- d. Be responsible for own health and safety at work and comply with the College's health and safety policy at all times.
- e. Undertake any other duties commensurate with the grade as required by the Head of Tutoring and Learner Development.
- f. Undertake at least 30 hours personal, professional development annually.

**Undertake any other duties as directed by the Principal or delegated authority.**

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Measured</b>
<b>Education and Qualifications</b>	To have or demonstrate the potential to achieve the following: Level 2 in Literacy, Numeracy and IT. Level 3 qualification	Level 4 qualification	<b>I,A,</b>
<b>Knowledge and Skills</b>	Good administrative, ICT and organisational skills. An understanding of safeguarding requirements. An understanding of equality and diversity.	A good understanding of tutoring. A good understanding of SMART target setting.	<b>A,I,P</b>
<b>Experience</b>		Evidence of relevant and recent professional development. Evidence of supporting learners within an educational environment. Evidence of good utilisation of ICT skills. Evidence of managing groups of learners.	<b>A, I,</b>
<b>Personal Qualities</b>	The ability to work effectively within a team. A professional approach. The ability to motivate and support others. Excellent communicator.		<b>A, I,</b>
<b>Training</b>	Willingness to attend, undertake any training or development as, or when appropriate.		<b>A, I,</b>

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

### **Conditions of Service**

1. Holidays: 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. Hours of work: 37 hours per week for 38 weeks per year. Normal working hours will be 8:30 – 5:00 Monday to Thursday, 8:30 – 4:30 Friday.

5. 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.
6. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

### **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](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.