

**Job Description:** Progression/Pastoral Tutor

**Reporting to:** Pastoral Lead



### **What will I be doing?**

This key pastoral role is responsible for actively supporting the Pastoral Leads and the Head of Pastoral, to ensure that the College fulfills its mission and achieves its strategic goals. It combines responsibility for the delivery of a major part of the experience of students in relation to careers and progression with the role of a tutor, looking after a specific group of individual students.

You will work collaboratively as a member of the extended pastoral team to enable students of all abilities to realise their full potential and to ensure that the College successfully meets the challenges it faces. You will play an active role in the delivery and development of our progression services and activities, supporting the provision of a highly effective frontline service. You will use your skills, knowledge and experience to take part in the delivery of engaging tutorials to ensure that students are well informed about their progression opportunities and have experience and skills to help them achieve their career goals. You will use your contacts, knowledge and skills to help learners to access external services and help where needed.

### **The key purposes of this role are to:**

#### **Support Corporate Strategy**

- Support growth targets and the provision of exceptional student experience by ensuring students are supported to stay in College.
- To be an integral part of a good quality impartial careers advice service which ensures recruitment with integrity and that students are on the right course prior to enrolment.
- To support information and taster events which provide timely information about options for potential and actual applicants.
- To successfully enroll students, ensuring they are on programmes which provide progression to their intended career aim.

### **Be a Proactive Team Member**

- To be a strong, reliable and proactive member of the pastoral team, taking a lead on initiatives, making recommendations for service improvements, covering duty rotas and supporting colleagues in all things pastoral.
- Work with other colleagues across College to solve problems, enhance the attraction of the College to students and parents and to reinforce College culture.
- Work collaboratively with senior colleagues to ensure smooth and effective teamwork and a corporate approach to the progression of students in the College.
- Showing resilience in difficult periods, setting standards of behaviour and attitude that others aspire to.
- Demonstrate day-to-day commitment to the College's core values and mission, including active intervention around site to ensure good and safe behaviour.
- Compliance with, and implementation of, the College's policies, practices and procedures, including those related to Health and Safety and positive treatment of students.
- To be an ambassador for the College enhancing its interests and reputation in local, regional and national arenas.
- Represent the College in respect of pastoral and guidance in dealing with outside agencies as required

### **Putting the Interest of Students First**

- To deliver and support the development of a comprehensive high-quality progression service, supporting and informing students of their options at each life point, helping them to make the right decision for them.
- To successful enroll and induct students developing both a sense of belonging and the resilience to succeed.
- To contribute to our enrichment offer ensuring progression and employability provision is in line with students' needs and wants.
- Support the Pastoral Lead for Progression and the Head of Pastoral with the provision of a robust UCAS process and lead on the development of the job shop and apprenticeship prep.
- Ensure students survive, thrive and progress.
- Support the Head of Pastoral in closing equalities gaps, raising aspirations of individuals and groups and supporting relevant students to achieve at least as well as the college average, promoting equality of opportunity for all students.
- To be part of the team monitoring student attendance rates on a daily basis and to provide effective early intervention for any student whose level or pattern of absence causes concern.
- To act as a tutor looking after individuals and groups of students in terms of welfare, progression, attendance, behaviour and liaison with parents etc., and take part in the tutoring carousel in relation to employability and progression.
- Performance manage individual tutees against targets (for example attendance, CPGs and assignment completion), intervening and promptly following up risk indicators or concerns.

### **Ensuring Excellence in Service and Tutoring**

- Support the Pastoral Lead Progression in providing students with a clear line of sight to employment, self-employment or HE; developing their confidence and relevant skills in order to get there.
- Proactively and robustly monitor student attendance at tutorials and all aspects of student programmes and, in conjunction with the Head of Pastoral, to implement strategies to improve overall attendance rates.
- To be ambitious for our students, developing in them the resilience to succeed here and going forward.
- To ensure effective liaison and communication between yourself, teachers, students and parents and external agencies, particularly in relation to concern, safeguarding and protection issues

### **Ensuring the Quality of Provision**

- To support the VP Student Experience and the Head of Pastoral in ensuring the College's compliance with the Gatsby Benchmarks, tracking, monitoring and evaluating progress, supporting and implementing strategies for continuous improvement and reporting on the same as required.
- To support the VP Student Experience and the Head of Pastoral in raising the quality of pastoral services and tutoring to 'Outstanding' and adopting a culture of continuous improvement.
- To support the VP Student Experience and the Head of Pastoral in the production, dissemination and reporting on pastoral quality data to ensure they support the drive for continuous improvement and effective use of College resources.

### **Other**

- Playing a positive role in supporting the VP Student Experience in reinforcing College values and ensuring high aspirations and excellent customer care for all students.
- Carry out other such duties as may be reasonably requested by the Pastoral Lead Progression, the Head of Pastoral or the Vice Principal Student Experience.
- Undertake any personal development necessary to ensure effective performance in the role.
- Keep abreast of the main developments in careers, advice and guidance and in the community support services and make recommendations for change if needed.

### **Key Performance indicators**

Retention data Attendance

data Progression data

Equalities data

College inspection reports

Learner voice

Quality of Tutor/Tutorial interventions Compliance

with cross-college systems Feedback from students

and parents

Line manager(s) and cross-College feedback Internal  
Inspection or review  
Efficient use of resources  
Enrichment data Enrolment  
conversion data Six-week  
retention figures