

| Job Role Details | | Last Updated: Jan 2023 |
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| Department/ Location: | Student Support/ Cross site | |
| Job Title: | Progress & Performance Tutor | |
| Salary Grade | Grade E | |
| Responsible to: | Head of Department | |
| Responsible for: | No staff management responsibilities | |
| Job Purpose Statement: | | |
| <p>Take responsibility for students' journey by facilitating the development of the skills needed by autonomous students to assist with progression into employment and/or Higher Education, undertaking safeguarding duties, monitoring student progress, assisting them in accessing student services across the College and delivering high quality learning and tutorials, in order to maximise individual attainment.</p> | | |
| Main Responsibilities and Duties: | | |
| <p><i>The following is an indication of the type and level of the main priorities expected of this role as directed by your line manager and is not intended to be a comprehensive list of duties or tasks:</i></p> <ol style="list-style-type: none"> 1. Teach and promote the skills needed by autonomous students to progress into employment and/or Higher Education, facilitating and encouraging the students' personal and academic growth and progression through planned target setting in 1:1 tutorials using on-line software/ resources. This will include delivering group tutorials to enable the students to gain employability skills and ensure they are work ready. 2. Work alongside the safeguarding team, meeting 1-1 with students in your designated curriculum areas, dealing with welfare and safeguarding issues on a daily basis, making appropriate notes and records as required, referring cases to internal support as appropriate e.g. student counsellors, safeguarding and welfare team, finance team, ALS and careers team etc., ensuring 100% compliance with safeguarding and child protection legislation, college policy and working practices. 3. Monitor students' progress, supporting their academic performance and developing soft skills, assisting with UCAS applications as required, maintaining an overview of student's holistic performance e.g. attendance, preparation and submitting work, and any other relevant issues which may hinder student journey. 4. Provide a forum for academic discussion, encouraging development through volunteering, citizenship and participation in the Student Voice. 5. Assist students in developing knowledge of the College, providing students with information on how to access all forms of available support within the College, including careers, | | |



financial and welfare support.

6. Deliver learning using relevant technologies, assessing and providing feedback to students to the required standards, acting as a reference point for additional individual support, continuously developing tutorials to ensure they are engaging and meet students' needs of the students.
7. Maintain excellent communication with students, college staff and parents / carers using varied means including ProMonitor.
8. Liaise and network with internal college departments with Head of Departments and relevant staff. This will include participating in and contributing to College marketing activities such as external events, open days and visits.

All staff are required to:

- Staff must complete mandatory annual Continuing Professional Development (CPD) in accordance with the number of hours set for their Department.
- Travel between sites as and when required in accordance with their job role.
- Evening and weekend work may be required to meet the needs of the service
- Comply with and understand all aspects of legislation and College policies and processes relating to safeguarding, including promoting the welfare of children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Comply with, understand and promote statutory and college best practice in Health & Safety at a level relevant to the role and responsibilities held by the post holder.
- Comply with, understand and promote statutory and college best practice in respect of GDPR at a level relevant to the role and responsibilities held by the post holder.
- During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties in compliance with GDPR or with the specific permission given on behalf of the College.
- Actively take responsibility for their personal learning and development (informal and formal) reviewing and reflecting on their performance within their current role.
- Promote, adhere to, understand and put into practice all college policies and procedures.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the MidKent College Equal Opportunities Policy.
- Attend and complete all mandatory training sessions or on-line computer based training packages as required by the college.
- Undertake any other duties consistent with the key responsibilities and/ or duties of this role as directed by your manager.





| Person Specification | | |
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| Qualifications | Criteria | Assessment Method |
| | <ul style="list-style-type: none"> • Essential (E) • Desirable (D) | <ul style="list-style-type: none"> • Application (A) • Assessment Centre (AC) |
| <ul style="list-style-type: none"> • Minimum Level 3 academic or vocational qualification. • 5 GCSEs including passes in English and maths. • Teaching qualification. • Other relevant vocational qualifications. • Relevant professional membership/s. | <ul style="list-style-type: none"> • E • E • D • D • D | <ul style="list-style-type: none"> • A • A • A • A • A |
| Experience | | |
| <ul style="list-style-type: none"> • Experience of teaching/working with a wide range of students with varying needs and abilities. • Experience of recognising and dealing with student Welfare needs. • Knowledge and experience of Microsoft Office Applications. • Experience of working in Post 16 education or training. • Experience / Knowledge of delivering on-line pastoral programmes / modules. | <ul style="list-style-type: none"> • E • E • E • D • D | <ul style="list-style-type: none"> • A/AC • A/AC • A/AC • A/AC • A/AC |
| Skills & Aptitudes | Criteria | Assessment Method |
| | <ul style="list-style-type: none"> • Essential (E) • Desirable (D) | <ul style="list-style-type: none"> • Application (A) • Assessment Centre (AC) |



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| <ul style="list-style-type: none"> • Good coaching skills. • Excellent liaison & networking skills. • Ability to work effectively under pressure. • A strong knowledge of relevant Safeguarding legislation & requirements. • Ability to promote Safeguarding and PREVENT legislation amongst young adults at the college. • Ability to communicate with students in both theoretical and practical sessions across all levels • Able to demonstrate an ability to write clear and comprehensive reports for assessments, UCAS references, course reviews etc. • Ability to implement creative and inspirational TLA to ensure learning takes place • Good digital skills • Ability to embed English and maths in theoretical and practical sessions. • Knowledge of British Value and Prevent. | <ul style="list-style-type: none"> • E • E • E • E • E • E • E • E • E • E • D | <ul style="list-style-type: none"> • A/AC • A/AC • A/AC • A/AC • AC • AC • A/AC • A/AC • A/AC • A/AC • A/AC |
| Other Requirements | | |
| <ul style="list-style-type: none"> • The successful candidate will be required to act with discretion, pride, purpose, resilience and confidentiality. • Willing to undertake mandatory training and demonstrate awareness of Health & Safety requirements. • Willing to undertake mandatory training and demonstrate awareness of GDPR. • Willing to undertake all other mandatory training as required by the College. • The successful candidate will be required to adopt a student focus and commitment to developing knowledge of quality improvement processes and systems. | <ul style="list-style-type: none"> • E • E • E • E • E | <ul style="list-style-type: none"> • AC • AC • AC • AC • AC |





| Safeguarding | | |
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| <ul style="list-style-type: none">• The College is committed to safeguarding and promoting the welfare of young people and venerable adults. The candidate's ability to perform the duties aligned to safeguarding and Prevent strategies within this role will be explored during the interview process.• The successful candidate will be required to have a DBS check to work at the College. | <ul style="list-style-type: none">• E • E | <ul style="list-style-type: none">• A/AC • A |