

## Job Description

### Post: Progress Tutor (Non Teaching)

#### Purpose

To challenge educational and social disadvantage by providing effective academic and pastoral support in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Be responsible for all administrative duties associated with assigned tutor groups.
- Work with all stakeholders (e.g. students, parents, subject staff, Heads of Faculty) to provide the necessary interventions and support.
- Operate as part of the college IAG and interview team, contributing to the successful enrolment of students on to appropriate learning pathways.
- Provide academic support for students by regularly monitoring progress and attendance; providing information, advice, support and guidance; implementing proactive monitoring and interventions; and liaising with subject staff Heads of Faculty, Senior Progress Tutors and parents.
- Deliver the tutorial programme and provide timetabled one to one interventions; more frequently for students who require further interventions prioritised according to need.
- Act as a role model and mentor for students, implementing strategies to encourage progression to Higher Education / Higher Level Skills or work.
- Work alongside Heads of Faculty and other academy staff to provide pastoral support, improve attendance, retention and achievement, encouraging internal progression to enhance the quality of the learner journey.
- Develop a positive and friendly community spirit amongst students by being highly visible within the academy and helping to create a safe, healthy and welcoming climate for learning and recreation.
- Maintain and promote a safe and healthy environment for students, supporting those who experience personal difficulties and signposting them to appropriate support services including the safeguarding team.
- Provide support by building and maintaining professional relationships with students; facilitating transition into the academy; being a friendly point of contact; and liaising with other individuals and agencies to provide support when required.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***