



Information for applicants

Application for the Post of: Progress Tutor

Thank you for your interest in the above post. I hope you find the following information of interest, and that you are encouraged to apply. The closing date for received applications is midday on **Monday, 29th January 2018**.

Included in this pack is some information about tutoring at Wyke, an outline job description and a person specification.

You will also find a link to the following forms which need to be completed and returned to the Human Resources Department at the address given on the form:

1. Application Form (please do not replace with your CV)
2. Criminal Record Declaration Form
3. Equal Opportunities Policy and Form

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, identity, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. If you have not heard from us within four weeks of the closing date, your application will have been unsuccessful on this occasion.

Yours sincerely

Jenny Anderson
Human Resources Manager

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Tutoring at Wyke

These are key posts at a crucial time for our college, carrying a central responsibility for the guidance and support for success of our students.

The College is in the top 25% of ALPS institutions and has outstanding ALIS scores over four years. These results are related to a shared determination throughout the staff to seek improvement and a progressive revision of systems which support learning.

In supporting students, we have:

- refined the guidance given at enrolment annually,
- set up and refined electronic reporting and referral of progress,
- made live monitoring information freely available to all through the intranet,
- co-ordinated the tracking and management of information through a Registrar,
- established tutor and curriculum support slots in the timetable,
- appointed and developed the roles of Learning Support Mentors,
- woven all the available agencies of support into an integrated system,
- developed progression guidance to produce a significant increase in the proportion of students progressing to university.

Each tutor is responsible for eight tutor groups and meets these groups for two 40 minute sessions each week. The tutors responsible for all students meet together regularly, co-ordinated by the Senior Tutors. They contribute continuously to joint planning and development of the tutorial service. This cohesive approach to development is a key advantage of the multiple group system.

You will find the role description and person specification below. I hope you recognise for yourself an opportunity in this role. Wyke is engaged in an exciting period and we hope that you feel the time is right for you to join a group of highly committed people who share common goals, a deep respect for young people and a determination to enjoy their work.

Job Description

Job Title :	Progress Tutor
Postholder's name:	
Reporting to :	Senior Tutor
Member of:	Tutor team and other meetings as agreed
Overall purpose:	<p>As a tutor and advocate, you offer academic, learning and personal guidance to groups of students. You are the key guide to your students in achieving success in their programme of study, helping them to develop the means of success. You will act as the advocate of the student in representing their best route to success within the scope of their learning agreement.</p> <p>You will also deliver enrichment qualifications which are from time to time identified as appropriate to the development of the skills and understanding of your tutees.</p>
Policy and procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including Health and Safety, appraisal and promoting equality of opportunity.
Key duties:	
<i>Tutoring / Advocacy</i>	<p>You</p> <ol style="list-style-type: none"> a) enrol students, guiding them to the most appropriate programme of study; b) guide students to success in their programme of study; c) exemplify respect in all your interactions with tutees and others; d) monitor student progress in ways which will inform and facilitate guidance for success; e) work with the pastoral management team and other tutors to <ol style="list-style-type: none"> a. continuously review and improve processes of guidance and support of students which optimise success b. plan effective ways of meeting the needs and developing the aspirations and personal autonomy of students c. develop progressively more responsive and effective communication concerning guidance of students, including communication with parents/advocates; f) interview your tutees individually to an agreed programme of frequency, using the interviews to guide the student in their planning of learning; g) act upon your understanding of your tutees' readiness for learning in order to assist and support them in being successful; h) receive, respond to and act upon referrals by teaching and other staff; i) interact continuously with teaching and other staff to ensure your tutees' needs are fully addressed; j) consult with and inform parents/advocates concerning tutees' progress, both through the College programme of consultation opportunities and responsively, as necessary; k) support students in <ol style="list-style-type: none"> a. being healthy

	<ul style="list-style-type: none"> b. staying safe c. Enjoying and achieving d. Making a positive contribution e. Achieving economic well-being; <ul style="list-style-type: none"> l) refer students to other agencies and sources of guidance appropriate to their needs; m) guide students through induction to the College and the opportunities and expectations available within it; n) co-ordinate the work of mentors in supporting your tutees; o) advise students regarding their progression aims and the means of attaining them; p) write references for all your tutees and guide them in making applications for progression; q) guide students through the UCAS process, ensuring that they make the most appropriate choices to meet their aims and produce the highest possible quality of application, co-ordinating your work with the Careers Counsellor; r) work with guidance and support staff in the keeping and sharing of records concerning progress, achievements, guidance and significant interactions for your tutees.
Delivery:	<p>You</p> <ul style="list-style-type: none"> a) deliver a group tutorial programme, participating in planning and the design of materials; b) participate in the planning of, prepare classes for, and deliver enrichment qualifications which are from time to time identified as appropriate to the development of the skills, understanding and effectiveness in learning of your tutees at different levels of study. c) assess, record and report on the development, progress and attainment of students.
Other activities:	<p>You</p> <ul style="list-style-type: none"> a) work with the liaison team to interview and offer course guidance to prospective students b) provide support with lunchtime supervision on a rota basis c) promote the general progress and well-being of individual students and of any class or group of students assigned to you; d) provide guidance and advice to students on educational and social matters and on their further education and future careers; including information about sources of more expert advice on specific questions; making relevant records and reports; e) make records of and report on the personal and social needs of students; f) communicate and consult with the parents of students including attending consultation evenings, new parents' evenings, and open evenings as required; g) communicate and co-operate with persons or bodies outside the college; h) participate in meetings arranged for any of the purposes described above. i) undertake continuing professional development as appropriate
Assessments and reports:	<p>You provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students. All tutors will produce a half termly report on the progress of all their tutees and highlighting any issues they may have.</p>
Appraisal and Staff Development:	<p>You</p> <ul style="list-style-type: none"> a) participate in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for

	<p>the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College's Articles of Government;</p> <p>b) review from time to time your methods of teaching and programmes of work;</p> <p>c) participate in arrangements for your further training and professional development;</p>
Discipline, health and safety:	You maintain good order and discipline among the students safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
Staff meetings:	You participate in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.
Public examinations:	You participate in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.
Administration:	<p>You</p> <p>a) participate in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials;</p> <p>b) attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.]</p>
Other duties :	This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.
Remuneration :	SFCA SS Point 33 pro rata
Hours:	37 hours per week, term time plus 10 days (likely to include results days)

Person Specification

Essential qualities	Desirable qualities	Evidence sources
Honours degree	Strong achievement at Level 3	Application (and certificates where offer of appointment is made).
Genuine care and respect for, and ability to ensure, the high achievement of students	Proven track record of demonstrating these things.	Application Interview References
Genuine care and respect for, and ability to ensure, the welfare of students	Proven track record of demonstrating these things.	Application Interview References
Excellent communication skills and diplomacy	Experience of having previously handled sensitive issues in a professional capacity	Interview References
Enthusiasm and ability to build positive relationships with young people		References Application
Resilience and tenacity		Interview References
Balance and skill in the guidance of students		Interview References
Commitment to team-work and responsive organisation of work	Proven track record in both	Application Interview References
Ability to successfully manage competing demands and prioritise workload appropriately		Application Interview References
Understanding of and commitment to safeguarding and promoting the welfare of young people.	Training in safeguarding of young people	Application Interview