

Personal Development Tutor- Team Leader (EL417)

Job Description

Area	: Learner Services
Salary	: S7 £30,881 - £34,745 pro rata per annum (£29,306 to £32,973 per annum)
Hours of Work (Full-time/Part-time)	: 37 hours, 40 weeks per year
Line Manager	: Personal Development Manager
Line Managing	: Personal Development Tutors
Responsibility for	Attendance Tutorials Personal Development Pastoral Support Promoting Safeguarding and the welfare of learner

Main Purpose of Job:

To work closely with the Personal Development Manager in order to:

- Line manage and support a team of Personal Development Tutors within the campus area in the delivery of a high quality, engaging, relevant tutorial programme and effective 1:1 reviews;
- Overview and ensure attendance is robustly challenged and monitoring arrangements are in place to support learners to attend all elements of the study programme;
- To carry a small case load of learners and support them in group tutorials and 1:1s;
- Undertake a key role providing pastoral, welfare and initial safeguarding support for learners and support the College to provide wrap around care for learners;
- Act as a point of contact for safeguarding and wellbeing referrals and to make appropriate referrals; liaising with external organisations as required *and*
- To work closely with curriculum and other departments to oversee the support and the quality assurance for attendance, progress and progression.

Key duties and responsibilities:

1. Coordinate the delivery of a high-quality, innovative and engaging tutorial programme with relevant content to develop learners skills, knowledge and behaviour that meets the needs of all learners in relation to their vocational subject and level of study.
2. Ensure the tutorial the package is current, reflects local and national priorities, is interactive and available online and responding to emerging issues as they arise.

3. Lead the team in the planning of an effective personal induction for students to the College and those progressing internally maintaining a focus on key themes and facilitating progress.
4. To support the retention and attendance of learners and monitor the effectiveness of attendance management strategies. To drive learner progress through attendance, retention and achievement that exceed College KPIs.
5. To line manage and provide operational management support to campus specific Personal Development Tutors (*PDTs*)
6. Oversee the Personal Development Tutor team in the on-going development and sharing of differentiated tutorial resources appropriate to each academic level of study.
7. Manage the Personal Development Team through the College's Quality Assurance Processes to promote outstanding practice in the delivery of pastoral and academic support which maximises attendance, achievement and progression.
8. Drive student progress reviews against pastoral and personal targets through 1-1 meetings, ensuring that progress reporting is timely, accurate and reviewed through effective recording on College management systems and data dashboards.
9. Ensure all Personal Development Tutors set individual SMART targets which are monitored and reviewed with each student and relate to progress in all elements of the study programme.
10. Work towards and support the Learners Services team to achieve key performance indicators (*KPIs*) for the team
11. Monitor and review the termly 1:1s and PDT learning walks for high quality and consistency.
12. Guide and support Personal Development Tutors to identify vulnerable learners and ensure they are monitored and followed up as appropriate to maximise achievement and retention, contributing to the reduction in achievement gaps.
13. Co-ordinate targeted support for all learners at risk of under-achievement, working collaboratively with support functions and curriculum areas in nurturing and facilitating progression of every learner to reach their full potential. Signposting to specialist support where appropriate.
14. Facilitate the liaison between the Personal Development Tutors and tutors to monitor attendance levels and take appropriate action where attendance falls below the College benchmark or learners are absent for an extended period.
15. Work with Teams to develop robust and efficient reporting systems that enable PDTs to identify learners with poor or worsening attendance. Utilise these systems and liaise with Assistant Directors to ensure targeted support and interventions are implemented efficiently to help the College meet its attendance KPIs.
16. Liaise with Assistant Directors to identify opportunities to increase engagement in personal development opportunities and ensure timetabled sessions meet the needs of both the curriculum and personal development teams.

17. Work in collaboration across the College to support the co-ordination of appropriate support to ensure the effective implementation of Trauma Informed Practice and the Learner Disciplinary Policy if required as well as identifying and rewarding positive behaviours.
18. Quality assure the initial progression guidance and support to students completing UCAS and employment applications.
19. Work with the Careers team, UCAS and Futures to maximise opportunities and increase aspirations particularly for the most vulnerable learners.
20. Oversee the Personal Development Tutors' contribution to the college destination data by collating learner information of progression routes and destinations.
21. Organise and hold regular Personal Development Tutor meetings regarding the development and implementation of the cross-college tutorial programme, attendance and achievement.
22. Work closely with other teams to ensure effective support for learners. Ensure that College data and systems are effectively updated and ensure any concerns or barriers to learning are followed up so that learners remain at College.
23. Work with the Personal Development Manager and Quality to develop an innovative CPD programme for PDTs that is timely and relevant.
24. Oversee the PDTs to support the implementation of cross-College activities such as transition, enrolment, induction and invigilation.
25. To act as a point of contact for parents and carers where required.
26. As a member of the Safeguarding team ensure you are up-to-date and aware of the College policy and relevant guidelines to enable you to provide direction and support with any safeguarding referral.

Generic Duties and Responsibilities:

27. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
28. Reflect the vision, mission, aims and values of the College.
29. Promote a culture of high expectation and excellence.
30. Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
31. Contribute to the development of and ensure compliance with College policies, procedures and agreements.
32. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
33. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.

34. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other College locations.
35. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

Personal Development Tutor - Team Leader

Person Specification



Cheshire College
South & West

	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
Education and Qualifications						
<u>Essential</u>						
<ul style="list-style-type: none"> PGCE/Cert Ed/Level 3 Education and Training (<i>or equivalent</i>) or actively working towards one of the qualifications. 	✓				✓	
<ul style="list-style-type: none"> Level 4 qualification in a relevant subject (<i>or equivalent</i>) 	✓				✓	
<ul style="list-style-type: none"> GCSE Maths and English (<i>or equivalent level 2 qualification</i>) 	✓				✓	
<u>Desirable</u>						
<ul style="list-style-type: none"> Level 4 qualification in Information, Advice and Guidance (<i>or equivalent</i>) 	✓				✓	
Skills and Experience						
<u>Essential</u>						
<ul style="list-style-type: none"> To have undertaken safeguarding training and demonstrate a willingness to attend further local authority training as appropriate. 	✓		✓			✓
<ul style="list-style-type: none"> Excellent mentoring and coaching skills 	✓		✓			✓
<ul style="list-style-type: none"> Ability to be an effective personal tutor, advisor, mentor or coach 	✓		✓			✓
<ul style="list-style-type: none"> Good understanding of the personal development themes covered in a group tutorials 	✓	✓	✓			✓
<ul style="list-style-type: none"> Ability to deliver effective group tutorial sessions, including those on more sensitive topics 	✓		✓			✓
<ul style="list-style-type: none"> Awareness and understanding of what constitutes excellent pastoral, welfare and academic support 	✓		✓			✓
<ul style="list-style-type: none"> Ability to work sensitively with learners, staff, parents and external organisations. 	✓		✓			✓
<ul style="list-style-type: none"> A clear understanding of the importance of student target setting, monitoring and reviewing to ensure achievement and a positive outcome for students 	✓		✓			
<ul style="list-style-type: none"> Excellent IT skills to support learning 	✓	✓	✓			
<ul style="list-style-type: none"> The ability to lead a team and ensure that departmental outcomes are achieved 	✓		✓			✓

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

<u>Desirable</u>						
<ul style="list-style-type: none"> Good understanding and working knowledge of tutorial processes and individual tutorial/coaching techniques 	✓		✓			
Personal Attributes						
<u>Essential</u>						
<ul style="list-style-type: none"> Drive, commitment, proven capacity for hard work and “willingness to go the extra mile”. 	✓		✓			
<ul style="list-style-type: none"> Resilient. Able to deal professionally with challenging conversations and without becoming emotionally involved. 		✓	✓			
<ul style="list-style-type: none"> Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to college) and to translate ideas into actions 	✓					
<ul style="list-style-type: none"> Emotional intelligence, self-awareness and confidence 			✓			✓
<ul style="list-style-type: none"> Accuracy and attention to detail 			✓			✓
<ul style="list-style-type: none"> Excellent organisational skills, ability to prioritise and work effectively under pressure 			✓			✓
<ul style="list-style-type: none"> Flexible approach to working 			✓			✓
<ul style="list-style-type: none"> Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community 			✓			✓
<ul style="list-style-type: none"> Commitment to on-going professional development 	✓					✓
<ul style="list-style-type: none"> An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults 			✓			
<ul style="list-style-type: none"> A willingness to work with Trauma Informed Practices to support learners 			✓			
Other requirements for employment/engagement						
<u>Essential</u>						
<ul style="list-style-type: none"> Enhanced DBS check 						