



# **Personal Development Tutor (EL793)**

## **Job Description**

<b>Area</b>	<b>: Learner Services</b>
<b>Salary</b>	<b>: £29,838 to £32,579 per annum, pro rata (£26,884 to £29,353 per annum)</b>
<b>Hours of Work (Full-time/Part-time)</b>	<b>: As advertised – Part year working</b>
<b>Line Manager</b>	<b>: Personal Development Tutor Team Leader</b>
<b>Responsibility for</b>	<b>: Underpinning the learner journey with appropriate and timely pastoral support;</b> <b>: Provide opportunities for adult learners to develop resilience, knowledge and skills that lead to success;</b> <b>: Ensuring adult learners progress onto employment, further study or apprenticeships with confidence and independence; and</b> <b>: Track attendance, identify and challenge patterns of poor attendance and engagement and provide appropriate support.</b>

### **Main Purpose of Job:**

To provide innovative and engaging personal development support to:

- ensure adult learners (which includes Higher Education students), survive, thrive and progress;
- deliver targeted one-to-one meetings for adult learners;
- monitor and intervene to support learners at risk of drop out or underachievement;
- ensure effective communication and liaison to support learners;
- provide learners with a clear line of sight to employment, self-employment, further study or Apprenticeships; developing their confidence and relevant skills in order to get there;
- Assist in the delivery of group tutorials for 16-18 learners in collaboration with the PDT team, as needed;
- safeguarding and a culture of excellence and equality; and
- reflect the vision, mission, aims and values of the College.

### **Key Duties and Responsibilities:**

1. Conduct an effective personal induction for adult learners to the College and develop both a sense of belonging and resilience to succeed.
2. Support adult learner participation in opportunities that develop skills and knowledge including enrichment and learner voice activities.
3. Support adult learners with academic/personal progress and review against targets on an individual basis in line with the College frequency standard. Insisting on high ambitions for all learners.
4. Support adult learners in accessing the shared Adult Personal Development platform so that learners can access online tutorials on key personal development activities and themes including Skills development, Employability, British Values, Equality and Diversity and the PREVENT agenda.
5. Deliver targeted one-to-one meetings for adult learners.

6. Meet with relevant managers and staff to discuss pastoral issues affecting any adult learners giving concern and, where necessary, to refer learners to more specialist services.
7. Deliver initial information, advice and guidance on career aims through an individual review.
8. Use dedicated systems to monitor attendance concerns with the cohort and proactively resolve issues.
9. Develop differentiated interactive online resources and planning documentation, including employability, equality and Diversity and British values.
10. Provide access to additional knowledge and skills from internal and external sources pertinent to the profile of the individual groups.
11. Assist in the delivery of group tutorial sessions and activities for 16- 18 learners that will cover key personal development themes including Resilience, Employability, British Values, Equality and Diversity and the PREVENT agenda.
12. Support the application process to further and higher education, working in consort with teaching staff to collate references from curriculum teams for adult learners making applications to higher education and/or employment.
13. Ensure learner compliance with the Code of Conduct and College policies including disciplinary procedures and maintain comments on individual learners on appropriate college systems.
14. Undertake continuing professional development and attend meetings to develop, maintain and review the tutorial system to ensure its effectiveness.
15. Support the College's progression and destination events and contribute to the timely collection of destination data.

**Generic Duties and Responsibilities:**

16. Promote a culture of innovation, excellence and equality.
17. Reflect the vision, mission and values of the College.
18. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
19. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
20. To actively contribute to the risk management of the College.
21. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
22. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
23. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
24. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***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 (Adults)

## Person Specification

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References

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

Education and Qualifications					
<u>Essential</u>					
• GCSE Grade C (4/5) in English and Maths (or equivalent)	✓			✓	
• Level 4 Qualification	✓			✓	
<u>Desirable</u>					
• DTLLS or Cert Ed (or equivalent, or working towards)	✓			✓	
Skills and Experience					
<u>Essential</u>					
• An effective personal tutor, advisor or mentor	✓	✓			✓
• Excellent knowledge of the personal development themes covered in a group tutorial	✓	✓	✓		
• Experience of working with adults and an understanding of the barriers they may face in finding work or further study.	✓	✓	✓		
• Experience of dealing with pastoral and/or welfare issues in an adult setting	✓	✓	✓		
• Experience in supporting people with initial mental health concerns	✓	✓	✓		
• Good working knowledge of target setting and review methods	✓		✓		✓
• Resilient and able to deal professionally with challenging conversations and without becoming emotionally involved.	✓	✓	✓		✓
• Ability to work sensitively with learners	✓		✓		✓
• An outstanding practitioner of ILT	✓	✓	✓		✓
<u>Desirable</u>					
• Have worked in the FE/HE Sector or other educational/health environment.	✓				
• Good understanding and working knowledge of tutorial processes and individual tutorial/coaching techniques			✓		
Personal Attributes					
<u>Essential</u>					
• Excellent interpersonal skills with ability to develop positive working relationships at all levels (internally and externally to college) and to translate ideas into actions	✓		✓		
• Emotional intelligence, self-awareness and confidence		✓	✓		
• Accuracy and attention to detail	✓				
• Excellent organisational skills, ability to prioritise and work effectively under pressure		✓	✓		✓
• Flexible approach to working			✓		✓

<b>Assessment Method</b>					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
<b>*Test = Skills Test/Knowledge Test/Micro Teach/Presentation</b>					
<b>Personal Attributes (continued)</b>					
<u>Essential</u>					
<ul style="list-style-type: none"> <li>• Demonstrate knowledge of and commitment to equality of opportunity and treatment for all members of the College community</li> <li>• Commitment to on-going professional development</li> <li>• An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults</li> </ul>		✓			✓
<b>Other requirements for employment</b>					
<u>Essential</u>					
<ul style="list-style-type: none"> <li>• Enhanced DBS check</li> </ul>					