

JOB DESCRIPTION

POST TITLE:	6th Form Tutor
LOCATION/BASED:	Jesmond Park Academy
GRADE:	N6
RESPONSIBLE TO:	Senior 6th Form Tutor
CORE PURPOSE:	To provide comprehensive secretarial and administrative support to the school

MAIN DUTIES & KEY RESPONSIBILITIES

1. To establish and maintain effective and supportive one to one and small group relationships with a caseload of learners on a regular basis.
2. To maximise the progress and achievement of learners with a view to ensuring that each learner aims to achieve or exceed their potential
3. To closely monitor and support through tutorial meetings/records the physical and emotional wellbeing of each learner and to respond in a timely manner by implementing appropriate support strategies as and when required.
4. To be responsible for promoting and safeguarding the welfare of any learner through implementing schools policies including those that are part of the assigned tutorial cohort, the broader Post 16 learning community or other students in the school.

Specific Tasks

1. To be responsible for the monitoring and tracking of attendance of learners and the implementation of strategies to achieve improvement in learners attendance. This may involve liaising with a range of external agencies and parents.
2. To be responsible for the delivery of the guidance programme to groups of learners, including careers education and any other aspect of the guidance programme deemed necessary and appropriate.
3. To plan, deliver and support transition to HE or other activity including UCAS application advice, guidance sessions and any other activity deemed to be of importance during transition.
4. To organise, attend and support any appropriate educational excursions benefiting individual learners or the Post 16 learning community.

5. Follow and maintain systems, processes and procedures to quality standards including the IAG quality standard, specified internal, and in line with both whole school and post 16 education policy, under the guidance of the Post 16 leadership team.
6. To support learners through the UCAS applications process including, but not limited to, attending the UCAS convention, general form completion, support with writing personal statements including spelling, grammar, layout and content, advising on course choices, writing references, collecting payment, and verifying qualifications seeking specialist help.
7. To ensure that all records relating to learners' progress are kept up to date appropriately.
8. To ensure that each learner follows the target setting process and is provided with regular review points that will involve the setting off new targets as appropriate. Seeking specialist help when necessary.
9. To involve parents and carers in a structural way in order to provide opportunities for them to participate actively in the process of supporting their son/daughter in achieving their full potential.
10. To exercise a rigorous quality control process on learners annual reports and to produce, collate and dispatch these or any other reports for learners, relating to progress or otherwise, that may be required.
11. Organise and deliver appropriate enrichment activities, for learners within post 16 education.
12. To ensure that high standards of communication are maintained with Post 16 learners including the maintenance of display boards in the Post 16 area, web-site communication, e-mail communication, telephone communication and written communication as appropriate.
13. To attend Post 16 learner support events including, but not limited to, parents evenings, year 11 recruitment evening, and higher education evenings. Evening events will form part of the on-call commitment associated with this post.
14. To ensure that the learner enrolment process is successfully implemented during the summer vacation including, but not limited to, checking that entry requirements have been met, liaising with course leaders, contacting parents/carers and learners to advise of acceptance or rejection, giving appropriate advice and guidance and advising on alternative courses/progression routes, and allocating all learners to a tutorial group. Seeking specialist input from teaching staff.
15. To attend Post 16 Results day, during the summer vacation and support learners experiencing university difficulties with appropriate counselling.

16. To attend GCSE results day, during the summer vacation and provide advice to learners about progression routes into further education and Post 16 provision.

17. To use performance data, in conjunction with teaching staff, to help learners improve the quality of their work in specific courses and ensure that learners understand the implications of the data for learning and progress.

18. To monitor learner concerns, identify signs of disengagement and implement specific interventions to encourage re-engagement. To identify barriers to learning for individual learners and provide them with a range of strategies for overcoming them, or facilitate access to other specialists as necessary to overcome them.

19. Work within an extended range of networks and partnership to broker support, learning and progression opportunities for Post 16 learners.

20. To undertake, review and develop administrative support duties that are deemed to be a requirement of this post and that promote the effectiveness and quality of the systems and student support structure and provision within Post 16 education.

21. Pursue the achievement and integration of equal opportunities throughout all school activities.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: 6th FORM TUTOR

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
High order interpersonal, communication and IT skills.	✓	
Excellent time management and organisational skills with attention to detail.	✓	
A commitment to the highest standards and expectations of students and staff	✓	
Commitment to valuing the individual and boosting self worth and self-belief of young people including a commitment to fully inclusive education.	✓	
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Qualifications at degree or higher level and evidence of working at appropriate level.	✓	
Evidence of CPD in the area of guidance and support for young people.		✓
Further qualifications related to the guidance and support of young people.		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
An understanding of learner performance data and how to use it to support improvement.	✓	
Experience in offering information, advice and guidance to students.		
Experience in supporting students with university, college and employment applications		
Experience using a school Management Information System.		
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours attitude to use of authority and maintaining discipline. 	✓	
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
A commitment to the highest standards and expectations of students and staff		
Commitment to valuing the individual and boosting self worth and self-belief of young people including a commitment to fully inclusive education.		
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE

Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.