

JOB DESCRIPTION

POST TITLE	:	Progress and Development Tutor Term time only - 39 Weeks
LOCATION	:	On site delivery
SCALE	:	Support Scale
SALARY	:	Up to £28,337 Pro rata
RESPONSIBLE TO	:	Head of A-Levels
CLOSING DATE	:	5.00pm Monday 25 August 2025
INTERVIEW DATE	:	Friday 5 September 2025

Main Purpose of the Post

We are seeking an innovative Progress & Development Tutor to work within our outstanding A Level division, as we embark on a period of exciting innovation and sustained growth.

The successful post holder will lead and collaborate on designing and delivering an ambitious A Level tutorial programme, utilising knowledge, experience and innovation to understand and focus on the needs of our A level learners.

If you are dynamic and innovative and enjoy a fast-paced career where you continue to learn and grow whilst enabling others to do the same, we want to engage with you. We are looking for individuals who are passionate about our provision and understand the difference they can make.

About the A Levels Division

Our department is passionate about offering an outstanding learning experience and developing the workforce of today, tomorrow and beyond. Each and every one of us is dedicated to learning and development and the impact that this has on our students, apprentices, employers and the communities we operate in. Our team inspires and motivates each other to perform at their best and reach their potential.

As a team, we live and breathe our key values:

- **Passion.** Above all, we are passionate about our people, our customers, our partners and our communities. We make a difference to thousands of customers each year (comprising students, apprentices and employers). Quite simply, this isn't our job, it's our passion.
- **Team spirit.** We work together as one team. We share ideas and best practices and support each other to be the best we can be. We work hard and we have fun doing it.

-
- **Achievement and aspiration.** We recognise and celebrate excellence and proactively seek and share best practice. We encourage ownership and accountability and each of our team drives their specialisms forward.
- **Innovation and efficiency.** We work hard and we work smart. We work together to manage our time efficiently and continually ensure a consistent approach. We maximise innovation and embrace change.
- **Our customer.** It's simple, our learners are at the heart of everything we do – our students' success is our success.

Main Responsibilities of the Post

To make a significant contribution to the success of the A Levels Division with specific responsibility for supporting students' outstanding achievements - both in their A Level subjects and their next steps.

Main areas of responsibility:

- To identify and implement targeted support for learners, through clear communication with learners, subject teachers, parents, guardians and external agencies
- To listen to learners and their aspirations and embed a solutions focussed approach to barriers to learning
- To develop strategies to help learners who are underperforming to understand why and to seek solutions, and to stretch and challenge all learners
- To rigorously monitor and support the progress of all learners through effective analysis of tracking data and implementing and reviewing targeted action plans
- To work creatively and collaboratively with learners in 1-1 or small groups to implement strategies to support building of wider skills, e.g. resilience, creative problem-solving
- To prepare and deliver high quality tutorial resources and sessions that ensure learners are engaged in their learning and can make informed choices
- Take part in sharing best practice across the Progress & Development Tutor Team
- Be proactive in developing relationships with subject teachers to ensure wraparound support for all learners
- To liaise promptly and purposefully with the Divisional management team to ensure success for all learners and identify any emerging trends

- To develop group activities to foster peer support and engagement in a wide range of enrichment activities
- Establish a strong group and individual rapport with learners
- To support successful student transition at every stage - e.g. from school to College, throughout their studies, and in their next steps
- To offer pastoral support and guidance for academic and personal issues
- Offer advice and guidance - both on course and in achieving ambitious next step destinations
- Make referrals to appropriate support services and communicate with appropriate external agencies
- To assure full compliance within the Division and more broadly across the College with key policies, notably Single Equality, Health and Safety and Safeguarding
- To undertake invigilation duties as required
- To carry out other duties as the Principal may reasonably require

HOURS:

37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College. Core hours are as follows:

Monday – Thursday 8:40am – 5:00pm

Friday 8:40am – 4:35pm

(One hour lunch break each day)

Term time only, 39 Weeks per year.

PERSON SPECIFICATION

POST: Progress and Development Tutor - Term Time Only 39 Weeks

DIVISION: A-Levels

<u>QUALIFICATIONS</u>		Essential(E) Desirable(D)	To be identified by:
1	Degree or equivalent level qualification	D	Application Form/ Interview
2	Qualified to at least Level 3	E	Application Form/ Interview
3	Minimum of level 2 qualification in English and mathematics grade C or above	E	Application Form/ Interview
4	A coaching, mentoring or Mental Health First Aid qualification (or willingness to work towards)	D	Application Form/ Interview
<u>KNOWLEDGE</u>			
1	Knowledge of current issues in further education, particularly in relation to A Levels	E	Application Form/ Interview
2	Knowledge of tutorial and pastoral systems and delivery	E	Application Form/ Interview
3	Knowledge of appropriate and innovative intervention strategies designed to ensure all learners succeed	E	Application Form/ Interview
4	Knowledge of relevant Safeguarding legislation	E	Application Form/ Interview
<u>EXPERIENCE</u>			
1	Experience of working with young people and/or working in an educational setting	E	Application Form/ Interview
2	Experience of pastoral care and/or planning and delivering high quality tutorial sessions	D	Application Form/ Interview

3	Experience of working with a wide range of stakeholders in or related to an educational setting	D	Application Form/ Interview
---	---	---	--------------------------------

PERSONAL

1	Excellent communication and administrative skills	E	Application Form/ Interview
2	Experience of using intranet and IT, e.g. G Suite (Google), Microsoft Teams	E	Application Form/ Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Application Form/ Interview
4	A commitment to ongoing professional development	E	Application Form/ Interview
5	Commitment to the delivery of excellent support to our students	E	Application Form/ Interview
6	Enthusiasm for the role of further education in building futures and changing lives	E	Application Form/ Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Application Form/ Interview
2	Good teamworking skills and commitment to teamworking	E	Application Form/ Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application Form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*

