

## JOB DESCRIPTION

|                |   |                                                 |
|----------------|---|-------------------------------------------------|
| POST TITLE     | : | Progress and Development Tutor (Term Time Only) |
| LOCATION       | : | On Site Delivery                                |
| SCALE          | : | Support Scale                                   |
| SALARY         | : | Up to £29,471 (Pro-Rata)                        |
| RESPONSIBLE TO | : | Head of Business & Professional Services        |
| CLOSING DATE   | : | 5.00pm, Tuesday 6 October 2026                  |
| INTERVIEW DATE | : | Friday 16 October 2026                          |

### **Main Purpose of the Post**

We are seeking an innovative Progress Development Tutor to join our BPS team, supporting learners to achieve their full potential through improved engagement, attendance, and progress.

The successful candidate will play a key role in supporting learners' academic development and personal growth, working collaboratively with teaching staff and support teams to remove barriers to learning and ensure every student feels motivated and supported.

### **About Our Division**

Our department is passionate about delivering an outstanding learning experience and equipping learners with essential skills for life and work. We are committed to innovation, collaboration, and continuous improvement, ensuring every learner has the opportunity to succeed.

### **Main Responsibilities of the Post**

Main areas of responsibility:

- 1 To identify and implement targeted support for learners with barriers to learning, through clear communication with learners, subject teachers, parents, guardians and external agencies
- 2 Actively listen to learners, understand their goals, and adopt a solutions-focused approach to overcome barriers to learning, ensuring inclusion for all.

- 3 Rigorously track and support learner progress through effective analysis of attendance, engagement, and achievement data, creating and reviewing targeted action plans.
- 4 Work creatively with learners in 1:1 or small group settings to build wider skills such as resilience, problem-solving, and confidence, fostering a positive learning experience.
- 5 Build strong working relationships with subject teachers to ensure wraparound support for learners, addressing both academic and personal needs.
- 6 Liaise promptly with divisional management to highlight emerging trends in attendance, engagement, and progress, and contribute to solutions.
- 7 Develop group activities that encourage peer support and participation in enrichment opportunities, promoting a sense of belonging and inclusion.
- 8 Establish strong, positive relationships with learners to create a supportive and motivating environment.
- 9 Support learners through key transition points (e.g. progression within studies, and next steps), ensuring continuity and confidence.
- 10 Provide pastoral support and guidance for academic and personal issues, signposting to appropriate services where necessary.
- 11 Work closely with teaching staff, pastoral teams, and Maths & English where appropriate to ensure a consistent and holistic approach to learner development.
- 12 Ensure full compliance with College policies, including Safeguarding, Equality, and Health & Safety.
- 13 To undertake invigilation duties as required
- 14 To carry out other duties as the principal may reasonably require

### **HOURS:**

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

## PERSON SPECIFICATION

**POST:** Progress and Development Tutor

**DIVISION:** Business & Professional Services

| <b><u>QUALIFICATIONS</u></b> |                                                                                                              | <b>Essential(E)<br/>Desirable(D)</b> | <b>To be<br/>identified by:</b> |
|------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------|
| 1                            | Degree or equivalent level qualification                                                                     | D                                    | Application Form/<br>Interview  |
| 2                            | Qualified to at least Level 3                                                                                | E                                    | Application Form/<br>Interview  |
| 3                            | Minimum of level 2 qualification in English and mathematics grade C or above                                 | E                                    | Application Form/<br>Interview  |
| 4                            | A coaching, mentoring or Mental Health First Aid qualification (or willingness to work towards)              | D                                    | Application Form/<br>Interview  |
| <b><u>KNOWLEDGE</u></b>      |                                                                                                              |                                      |                                 |
| 1                            | Knowledge of current issues in further education, particularly in relation to inclusion barriers in learning | E                                    | Application Form/<br>Interview  |
| 2                            | Knowledge of tutorial and pastoral systems and delivery                                                      | E                                    | Application Form/<br>Interview  |
| 3                            | Knowledge of appropriate and innovative intervention strategies designed to ensure all learners succeed      | E                                    | Application Form/<br>Interview  |
| 4                            | Knowledge of relevant Safeguarding legislation                                                               | E                                    | Application Form/<br>Interview  |

## **EXPERIENCE**

|   |                                                                                                 |   |                                |
|---|-------------------------------------------------------------------------------------------------|---|--------------------------------|
| 1 | Experience of working with young people and/or working in an educational setting                | E | Application Form/<br>Interview |
| 2 | Experience of pastoral care support strategies<br>Interview                                     | D | Application Form/              |
| 3 | Experience of working with a wide range of stakeholders in or related to an educational setting | D | Application Form/<br>Interview |

## **PERSONAL**

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

## **STANDARD COLLEGE REQUIREMENTS**

|   |                                                                                         |   |                                                   |
|---|-----------------------------------------------------------------------------------------|---|---------------------------------------------------|
| 1 | Commitment to College's Single Equality and Health & Safety Policies                    | E | Application Form/<br>Interview                    |
| 2 | Good teamworking skills and commitment to teamworking                                   | E | Application Form/<br>Interview                    |
| 3 | The College is committed to safeguarding and expects all staff to share that commitment | E | Application Form/<br>Interview/DBS/<br>References |

|   |                                                                                                                                                                    |   |                                                  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------|
| 4 | Regular and Reliable Service<br>(the College does not wish to appoint<br>individuals with a high sickness record where<br>there is no underlying medical reason) * | E | References/<br>Occupational<br>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.*