

JOB DESCRIPTION

POST TITLE:	Post 16 Tutor (Non Teaching)
LOCATION/BASED:	Gosforth Academy
GRADE:	N6
RESPONSIBLE TO:	Deputy Principal – Post 16.
CORE PURPOSE:	To carry out the range of duties required of a Post 16 non teaching tutor as set out below, and to work toward the agreed aims of the school.

MAIN DUTIES & KEY RESPONSIBILITIES

Main Duties: The following is typical of the duties the post holder will be expected to carry out. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Role of Post

1. To take tutorial responsibility for a large cohort
2. To manage the monitoring of student attendance and to support the resulting students services action
3. To undertake general administrative duties as required
4. To contribute to the school's administrative duties as required
5. To contribute to the school's operational management and policy development

Particular Responsibilities

6. Supporting students in the identified tutor groups in raising their achievement
7. Setting and monitoring personal achievements targets through individual Learning Plans (including induction and review)
8. Advising students in one to one tutorials on progression and other pastoral issues
9. Delivering to students relevant elements of the Guidance Programme in their tutor groups

10. Monitoring attendance and progress of assigned tutees
11. Following agreed procedures for intervention with students who do not meet the terms of their learning agreement (including contact with parents)
12. Assisting in the management and communication of school reviews and reports to parents
13. Contributing to the quality assurance process of these documents
14. Contributing to the development of the tutorial programme
15. Liaising with parents and external agencies where appropriate
16. Writing references for students, including the UCAS reference for your Year 13 tutees applying for Higher Education.

Management of student attendance and associated support

1. Administration associated with monitoring attendance of all Post 16 students, including managing the 16-19 Bursary Scheme.
2. Taking notification of absence by phone or in writing, and updating the students electronic monitoring system for Post 16 students on a daily basis
3. Carrying out first day calling of absentees who have not notified the school
4. Communicating attendance data to tutors/Learning Managers on a weekly basis
5. Identifying Post 16 students who need additional support to enable them to reach their potential and liaise as appropriate with their tutors and student services managers
6. Developing a full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students, and advise students accordingly

General administrative duties

1. Contributing to the provision of administrative support services to the wider school when required

Contribute to the school's operational management and policy development

1. Promoting systems, procedures and activities which develop responsible conduct, good attitudes to study and participation, and identification with the school as an institution: promoting the ethos of responsible citizenship
2. Contributing to the promotion of the comprehensive ethos of the school's Post 16 education sector and development of the Sixth Form as a community

3. Being available to support students at need and liaise with the school's support agencies and also external agencies, again at need.

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: Post 16 Tutor

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Effective oral and written communication skills.	✓	
Effective organisation and management skills	✓	
Knowledge of High Education system opportunities/applications	✓	
Understanding of the issues that create barriers to High Education entry	✓	
Knowledge of the wide range of agencies working in the areas of student support	✓	
Ability to maintain paper and electronic information systems	✓	
Knowledge/understanding of 16+ curriculum including accreditation available to students		✓
Awareness of the UCAS System		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Degree or equivalent	✓	
Professional qualification relating to support for the learning of young people e.g teaching guidance, social work		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of effective working with young people in need of support	✓	
Experience of working in a school or HE environment		✓
DISPOSITION		
Ability to advise and monitor development and set challenging targets.	✓	
Able to form effective professional relationships with a wide range of contacts	✓	
Empathy with young people facing barriers to Higher Education	✓	
Able to plan own workload and meet deadlines	✓	
Able to work under own initiative	✓	
Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
A commitment to child protection and safeguarding.	✓	
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 license 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.