

# Job Description:

## Progress Tutor – Term Time Only + 2 weeks (Part Time)



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REF: SL0044-768

### The role:

The post of Progress Tutor is key to supporting students with their Personal Development within college. The role will involve delivering weekly group sessions on key topics linked to personal development and safeguarding as part of the College's tutorial programme as well as providing 1:1 support to a caseload of students. You will be responsible for taking a holistic view of student attendance and progress within college, ensuring students have challenging targets to work towards that are linked to personal development and academic achievement and that these are reviewed in a timely manner. You will work closely with curriculum teams to ensure that students are making the required progress to meet or exceed these targets.

Working with the Careers Co-ordinators, you will provide information, advice and guidance to students on their career development and progression, supporting students to progress to positive destinations both internally and externally. You will liaise closely with Student Engagement Officers to promote the welfare of students and will employ a range of strategies to support student retention and achievement across the college through liaison with parents, carers and external agencies.

We have a range of part-time hours available, therefore please can you include your preference for hours and availability in your application form.

### Responsible to:

The postholder is responsible to the Head of Studies.

### Key Accountabilities and Responsibilities:

The roles and responsibilities below reflect the crucial aspects in delivering a successful tutorial programme.

- To contribute to delivery of a thorough induction programme, including late starters
- To tailor and deliver themed group sessions as directed by the Head of Studies and Progress Leaders
- To schedule, manage and record (on Promonitor) a case load of three high quality one-to-one reviews, setting clear targets to encourage high attendance, high achievement and positive progression
- To contribute towards the delivery of bespoke workshops to aid progression
- To operate the College's Positive Behaviour Policy to ensure high quality interventions are in place to improve attendance and engagement.
- Monitor student attendance in line with College targets, setting improvement targets for students where necessary.
- To liaise with course teams and undertake systematic reviewing of student progress and welfare.
- Contribute to student reports and review with students on a one-to-one basis. ➤ Regularly liaise with parents, guardians and carers including the promotion of the parent portal use.
- To support students in appropriate aspects of progression planning, including UCAS, Apprenticeship and employment.
- To regularly attend Department and team meetings and relevant staff development.

- To provide references for students as applicable.
- To liaise with Student Engagement Officers, Learning Support, and other internal and external agencies as appropriate.
- Attend scheduled parents' evenings and promotional College events.
- To provide information relating to course or College wide events.
- To actively promote and contribute to the Learner Voice mechanisms
- Although predominantly in the identified department, the post holder may be required to work across other departments where required.
- The post holder may be required to cover additional classes during the year, to cover staff shortages / sickness where appropriate.
- Administrative tasks as appropriate to the post

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
An appropriate teacher training certificate (or willingness to work towards)	E	A
Level 3 Support qualification (or willingness to work towards)	D	A
Level 2 qualification in Numeracy and Literacy (or willingness to undertake and achieve within 2 years).	E	A
Have undertaken safeguarding training in the last 12 months	E	A

Experience		
A minimum of 3 years' experience of working in an educational setting	E	I
A minimum of 3 years' teaching or tutorial experience	D	A
Experience of working with young people aged 16-18	E	AS / I
A minimum of 3 years' experience in delivering relevant student support	E	A

Knowledge, Skills and Attributes		
Good knowledge of current trends in education and FE in particular	E	I
A commitment to support students in terms of retention and achievement	E	I
Knowledge and understanding of the barriers students may face in achieving their goals	E	I
Good knowledge of careers education including external benchmarks	D	I
Excellent written and verbal communication / interpersonal skills	E	AS

Proven ability to generate and prioritise own workload	E	I
Ability to work effectively within a team	E	A
Ability to maintain accurate records	E	A
Ability to work collaboratively internally and externally	E	A
Ability to achieve objectives and meet targets	E	I
Commitment to equal opportunities and continuous improvement	E	AS
Willingness to work flexibly	E	A
Excellent IT, administration and organisational skills	E	A
A commitment to the College's programme of delivering a high level of support	E	AS
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

### Salary:

£25,046.74 to £27,652.15 per annum (pro rata for fractional appointments)

### Summary of Terms and Conditions of Employment:

The post is offered on the Southport Education Group contract for newly appointed lecturers. This consists of a normal working week of 35\* hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 49\* days (298\* hours) plus Bank Holidays. The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

\* pro rata for fractional appointments



All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

**Deadline for receipt of applications: Monday 2<sup>nd</sup> June 2025 (10:00am)**

**Interviews will be held: Within one month of closing date**

### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

