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**Job Description**

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| **Learner Performance Tutor** |

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| **Accountable to:** Head of School (HoS) |
| **Salary: SFCA Support Staff Spine Pt 7 – 10 (Actual salary £17,080 - £18,885 FTE)** |
| **Hours of work:**  Full-time (37 hours per week), term time only plus 5 days |

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| **Job Purpose:**  Learner Performance Tutors have a general responsibility for overseeing the academic and social progress of the students in their care, for their general support and for setting high standards and conveying the tone and atmosphere of the College. Learner Performance Tutors would be expected to contribute to a pastoral programme of events as agreed with the Head of Schools, and monitor and manage learner attendance. |

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| **Key Duties and Responsibilities**:   * To respond within the specified time to referrals from the HoS * To provide group tutorial and academic one to one support for students during the year, to monitor performance and maximise achievement * To support and coach students in achieving their full potential through robust action planning and target setting * To monitor student attendance, punctuality, commitment and general conduct * To input student records ensuring that they are accurate and appropriate * To oversee the students’ ILPs (Individual Learning Plans) * To monitor student progress against their minimum expected grade * To contribute to the UCAS quality system to ensure that a high standard of forms are being produced by applicants to time * To provide references for students as required * To be available for post exam guidance as required * To advise students on how to access advice and guidance, to enable them to make informed choices * To ensure students have access to advice on programmes of study and course changes in terms of appropriateness of level and course choice * To provide information and offer impartial advice/guidance on future plans, and facilitate access to specific careers advice where more specialist knowledge is needed * To track the destinations of students as they leave College * To act as a positive role model for all students * To supervise students’ behaviour on college premises * To attend and contribute to meetings * To liaise regularly with Heads of Departments, Heads of School, teachers and parents/guardians where necessary * To organise meetings as appropriate with staff/parents/guardians * To ensure student success is recognised and celebrated * Contributing to a team approach covering the roles of other LPTs when absent * To contribute to a programme of cross College events, including trips and visits, equality and diversity events, career and transition planning events, study skills and employability sessions * To be committed to the safeguarding and welfare of the student population * To actively promote and comply with equality, diversity and inclusion as laid out in the College Equality, Diversity and inclusion policy * To promote high expectations of students in and outside the classroom and College * Maintain confidentiality regarding sensitive or personal information in line with the College policy |
| **Day to day and additional duties**   * To commit to quality systems and regular reviews of performance * Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work * Participate in Continuing Professional Development activities as identified * Participate in appropriate College activities, which include Open Day and Evenings, Parents Consultation Evenings and HE Fairs * To undertake any other duties as changing circumstances may require from time to time |

**Person Specification**

This person specification is intended to assist both candidates and interviewers in the appointment process. In the 'method of assessment' column 1= application form 2 = interview/tests and 3= documentary evidence

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| **ESSENTIAL** | **Method of assessment** | **Short listing**  **column** |
| * Education to degree level/ or equivalent experience, with maths and English L2 qualifications | 1/3 |  |
| * Evidence of personal characteristics, professional skills and experience suitable for working with young people | 1/2/3 |  |
| * The ability to relate well to young people and to develop an effective professional rapport with those that you support with a strong awareness of the College protocols linked to safeguarding young people | 1/2 |  |
| * To recognise the boundaries between advocacy for students and accountability to the College | 1/2 |  |
| * Excellent liaison and networking skills with students, parents, staff and employers | 1/2 |  |
| * The ability to develop and maintain effective working relationships at all levels and to have a professional and caring approach when dealing with students’ families, teaching staff and external bodies | 1/3 |  |
| * Ability to motivate and stretch young people to achieve their full potential | I/2 |  |
| * Be flexible in approach and able to adapt to the differing needs of the students | 1/2 |  |
| * Inspire others to achieve by providing positive responses to problems through using innovative and creative ways to find solutions | 1/2 |  |
| * Demonstrates a passion for students by putting them at the heart of all decision making, and seeks to go beyond the ‘norm’ | 1/2 |  |
| * Ability to work in a pressurised environment, to strict deadlines, remaining calm and in control, with limited supervision. Good organisational and planning skills | 2 |  |
| * Ability to prioritise workload, be resilient and work as an effective team member | 2 |  |
| * A professional understanding of confidentiality, trust and discretion in all areas | 2 |  |
| * Determination to achieve work objectives to time and high standard, responding to a changing environment | 2 |  |
| * Excellent written and verbal communication skills | 1/2 |  |
| * An eye for detail and a commitment to accuracy in all mediums of communication | 1/2 |  |
| * Good IT/ computer skills | 1 |  |
| * Ability to apply and promote equal opportunity objectives and to demonstrate a practical commitment to equality, diversity and inclusion | 2 |  |
| * Positive attitude, appearance, voice, manner and telephone skills | 2 |  |
| * Good record of attendance and punctuality | 3 |  |
| * Be willing to undertake training and development as required within the role | 2 |  |
| * Fully committed to the ethos and values of a diverse multi-cultural college | 2 |  |
| * The ability to not be afraid to admit to making mistakes and learn from them to improve own performance. To champion knowledge sharing and collaboration | 2 |  |

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| **DESIRABLE** |  |  |
| * Knowledge of Post 16 education and progression routes | 2 |  |
| * Ability to organise events and give presentations | 1/2 |  |

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| **Notes:**  The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment and our equal opportunities policy.  This job description is not necessarily a comprehensive definition of the post and is subject to review following consultation.  **This post is subject to enhanced disclosure from the Disclosure and Barring Service.** |

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| **Gateway College is subject to the Safeguarding Vulnerable Groups Act 2006 which requires that any candidate appointed must produce:**   * **A DBS clearance certificate** * **Proof of identity** * **Proof of qualifications** * **Proof of the right to work in the UK** * **Suitable references**   **All of these documents must be produced BEFORE commencement of employment.** |

Gateway College is an equal opportunities employer, committed to equality in employment and services.