



Job Description

Title: Tutor

Key Role: To monitor the academic progress of students and provide them with the support, structure and encouragement they need to complete their programmes to their full potential.

MAIN RESPONSIBILITIES:

- To set high expectations of and monitor the attendance, work completed, attitude and progress of students, especially their performance against target grade.
- To discuss all absences with the student and, where there are grounds for concern to make enquiries and chase reasons for absence with home, liaising with the Student Progress Manager if appropriate.
- To discuss attendance and performance issues with students as they arise, monitor actions for improvement and liaise with subject staff re reports and warnings.
- Through recorded one-to-one reviews, to help students to review their learning and develop and implement written action plans in order to maximise their potential on their academic courses.
- At appropriate moments such as at the beginning of the year or when A2 choices are being made, to advise the student on a viable programme of study including enrichment opportunities taking into account their aspirations and current performance levels.
- To help the student to access specialist guidance and support as necessary – e.g. learning support, careers guidance, subject specific advice, counselling, welfare advice.
- To liaise with the Head of Faculty and/or Student Progress Manager when a student has complex or serious problems which are preventing them from making progress or where they have failed to make progress despite intervention and support.
- To respond to requests from the Head of Faculty/Student Progress Manager over matters to do with tutees.
- To provide and maintain a suitable tutorial environment.
- To ensure the timely completion of administrative paperwork, adhering to deadlines set.

- To ensure the regular communication of college information.
- To maintain records of all significant contacts with tutees or their parents on the IT based system and to ensure they are updated regularly.
- To raise student aspirations in terms of achievement and progression to higher education or employment.
- To provide information and advice on progression beyond college, in conjunction with the careers department.
- To compile references for UCAS and job applications and to manage the UCAS applications of students in their tutor group.
- To encourage participation in events planned through the year to support the tutorial entitlement – e.g. attendance at HE Fair, health awareness and equal opportunities events.
- To take part in College quality assurance procedures via up to date record keeping, observation of tutorials and the monitoring and setting of targets.

General:

- To promote and ensure compliance with all college policies and procedures. In particular, to ensure equality of opportunity and the effective application of health and safety procedures.
- To participate in the College's Performance Management system.
- Any other duties required by the Principal, which are reasonable within the purview of the post.

This job description should be read in conjunction with the 'Subject Teacher' job description.

Signed:

Post holder:

Date:

Line Manager

Review Date (usually every two years)