

Job Description

JOB TITLE:	Deputy Head of Tutoring
GRADE:	Scale L - £36,745.41 - £39,523.62 (<i>£39,917 - £42,935 FTE</i>)
HOURS AND BASIS:	37 hours per week, Term Time Only - 41 weeks per year
REPORTS TO:	Head of Tutoring (Strode's)
CAMPUS:	Windsor
JOB PURPOSE:	<p>To deliver a high-quality pastoral tutorial curriculum that meets the college's statutory needs and prepares students for their next steps.</p> <ul style="list-style-type: none">▪ To contribute to the college's academic support processes by providing robust pastoral support, including tracking and monitoring of at-risk students.▪ To lead and manage a group of Pastoral Support Tutors and curriculum staff, to ensure pastoral provision is developed and delivered effectively to the benefit of all students.▪ To act as a deputy designated safeguarding officer and duty manager.
RESPONSIBLE FOR:	Pastoral Support Tutors and Curriculum Tutors

Main Duties

1. To work alongside the Head of Tutoring (Strode's) and the Assistant Principal Student Services (Sixth Form) to create a high-quality tutorial curriculum that delivers elements of PSHE, safeguarding, progression and life skills development that prepare students for their next steps.
2. To work alongside leadership and key staff to ensure an effective and high-quality pastoral provision that identifies, tracks and monitors students at risk through use of college systems and processes.

3. To put safeguarding and wellbeing at the forefront of planning and delivery, including participating as a member of the safeguarding team and acting as a Deputy Designated Safeguarding Lead.

1 Tutorial Curriculum

- 1.1 To work with the Head of Tutoring (Strode's) to create a high-quality tutorial curriculum that creates and delivers comprehensive and specific schemes of learning that support individual year groups / cohorts. This will include a broad range of subjects designed to promote personal wellbeing, readiness for next steps and understanding of the wider world, alongside statutory relationship and safeguarding content.
- 1.2 To oversee the Pastoral Support Tutors and curriculum staff directed to tutorial delivery to deliver excellent guidance and support processes for students at all levels, which support the College Group's strategic plan and operational objectives and purposes of the tutorial programme.
- 1.3 To support the Head of Tutoring (Strode's) with the timetabling of tutorial curriculum delivery.
- 1.4 To work alongside the Head of Tutoring (Strode's) to ensure the provision of high-quality digital resources through Google Classroom / sites or similar, making use of bought in services such as The Day, Unifrog, Navigate or similar, as appropriate.
- 1.5 To ensure the provision of robust UCAS processes, alongside the Careers and Placements Manager and A*spire Coordinator, that supports students progressing into Higher Education and ensures applications are of a high standard and submitted in a timely manner.
- 1.6 To work alongside the Head of Tutoring (Strode's) to oversee the progression of Level 2 students internally onto Level 3 courses.
- 1.7 To deliver a minimum of three tutorial sessions weekly.
- 1.8 To lead on the implementation of a welcome event for parents in the Autumn term, in addition to other key events designed to engage / inform parents and students about college life and progression.

2 Tracking and Monitoring

- 2.1 Ensure that Pastoral and Curriculum tutors identify students at risk of leaving College and/or courses and support them and other relevant staff, to devise strategies to assist these students to stay on track.
- 2.2 Liaise and work with Pastoral Support Tutors, key curriculum staff and college leaders to manage issues relating to retention, achievement, attendance and behaviour of students within tutorial and holistically across the college.
- 2.3 Liaise and mediate with parents/carers and external agencies as appropriate on matters of concern regarding individual students.
- 2.4 Ensure overall monitoring by tutors of student programmes and ensure students have appropriate advice and guidance in choosing courses for their next steps in education, training or employment.

- 2.5 To engage with wider Student Services provision to ensure that qualitative and quantitative feedback is gathered from students around the quality and impact of the service.
- 2.6 To work alongside the Head of Tutoring (Strode's) to ensure that there is regular quality review and evaluation of provision, including learning walks, in line with college policies, including the production of an annual departmental report.

3 **Safeguarding and Wellbeing**

- 3.1 To act as a Deputy Designated Safeguarding Officer, attending key College and external agency meetings as required.
- 3.2 To act as the Designated Teacher for the campus, leading on PEPs, CLAs and interactions with the Virtual Schools.
- 3.3 To support on the delivery of induction safeguarding training for new staff joining the campus.
- 3.4 To participate on Fitness to Study and Change of Programme meetings, alongside Assistant Principals (Curriculum) and other senior managers.

4 **General Duties**

- 4.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Maintain student morale and discipline within the college site.
- 4.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 4.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 4.6 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION – Deputy Head of Tutoring

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 maths	X		AF
Educated to degree level or equivalent	X		AF
Possession of a recognised teaching qualification		X	AF
EXPERIENCE			
Substantial experience in the design and delivery of group tutorial or other PSHE provision.	X		AF / IV
Experience of delivering an effective University Application provision for students via UCAS.		X	AF
SKILLS, KNOWLEDGE AND ABILITIES			
Knowledge and understanding of the key PSHE content for Post 16 education and the challenges associated with delivery.	X		IV
Ability to effectively track, monitor and provide early intervention to students at risk, through strong pastoral care, advice and guidance.	X		AF / IV
Ability to affectively manage a team of individuals, identifying areas for development at a both personal and service level.	X		IV
Possession of excellent interpersonal and communication skills (written, listening, oral and presentation)	X		AF / IV
Ability to effectively prioritise workload and manage responsibilities across a number of different areas, using sound judgement and leadership skills.	X		AF / IV
Knowledge of safeguarding procedures and the ability to deal with challenging situations / conversations in a level-headed and impartial manner.	X		AF / IV

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation