

Job Description

Role Title: Personal Development Tutor – Creative & Digital	Pay Grade: Grade 6 - £23,191 - £26,111 (pro rata/all year round)
Normal Place of Work: College Green Centre	Line Manager: Ross Stinchcombe Head of Department: Jenna Cains/Sacha Butterworth
Normal Working Hours: 22 hours per week (0.6 FTE) Working Pattern - Tues, Weds, Thurs	Responsible For: N/A

Purpose of Role

- The role of a Personal Development Tutor is to meet with timetabled groups of students on a weekly basis in delivery of our Personal Development tutorial programme which aims to promote the students personal, social and emotional well-being. Additionally, a PD tutor will provide individual students with mentoring and coaching support throughout their academic programme of study.
- The PD tutorial session format is based upon a discussion around an emotive subject or area in which PD tutors will guide and facilitate the discussion that is led by the students. The tutors will have responsibility about the topics covered each week in line with the PD scheme of work provided by the Student Experience Team Leader, but will also have opportunity to embed chosen topics by the students and also themselves where they see the need for a specific discussion.
- The PD tutorial programme is funded by the ESFA as enrichment and is compulsory element of **all** students who study on a FT study programme, therefore registers and attendance must be monitored as part of the overall academic success of the students.
- In addition to the PD tutorial session the role of the PD tutor is to conduct 1-1 meetings with students on a regular basis to track and support their progress on the course. This is a pastoral check in, supporting their overall well-being whilst they undertake study here at City of Bristol College.
- The PD Tutor will be required to use opportunities to engage students throughout the week in enrichment activity, this includes lunch clubs, guest speakers, trips or inviting specialist staff across the organisation to the PD sessions. An example of this could be- the work industry placement advisors to come in and discuss placement opportunities or the careers team to discuss aspiration and goals. It is very dependent on the groups and the need within the group.
- The very foundation of the PD tutor is to build positive working relationships with all students in which they need to work with. They need to understand the curriculum that the student is enrolled in and offer empathy and compassion whilst supporting the individual to remove barriers to their learning. The PD tutor needs to have awareness of life events that can impact upon the young people who study with us to best inform the approach to the sessions. An example of this is ensuring the sessions are pitched at the right level for the

audience. An example of this would be a guest speaker talking about UCAS to level 2 students and not entry 3 as this would not be a priority subject area at this stage.

- When a PD tutor is not delivering a PD tutorial session, their time should be shared completing the following tasks;
 - 1-1 with students
 - Arrangement of guest speakers
 - Planning and preparation of topical talk delivery
 - Lunch Club/enrichment club (if timetabled by request of line manager)
- PD tutors are required to monitor the students throughout the year, the curriculum heads may ask for the PD tutor to check the attendance this can be done as part of the 1-1 in ensuring the students welfare is the priority. PD tutor's must evidence their work through pro monitor platform to ensure communications about individual students do not go unnoticed by the range of people who will work with the students during their course. An example of this is a student could potentially have up to 7 different members of staff they are working with. The use of pro monitor is to ensure there is adequate communications across teams to avoid duplication of work and the student feeling overwhelmed by having to explain themselves.

Principal Accountabilities

1. To create and deliver an agreed age and level appropriate topical talk programme that is focused on: PDBW, Study skills, Aspiration & Progression.
2. To Identify and effectively support, in collaboration with the curriculum team, students who are Off Track & On
3. Track in their studies, to complete their qualification and progress onto their next steps and reach their full potential.
4. To provide direct coaching to students to improve attitude to learning, attendance, punctuality, positive behaviour, study skills and employability skills.
5. To contribute to facilitating and co-ordinating cross-college themed weeks linked to careers, destination and progression.
6. To maintain positive relations with external agencies (where authorised to do so), parents and guardians as appropriate
7. To report on issues affecting study as well as attending parent / guardian / open evenings
8. To actively promote positive student behaviours in public and social areas of the College and to challenge and address poor behaviours where these are seen
9. To actively support the College's community engagement including community and enrichment project work
10. To participate in student recruitment activities as required, liaison activities, open events, main enrolment and celebration events.

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

<ul style="list-style-type: none"> Student Experience Team, Curriculum Teams, and Programme Managers 	<p>Report to Student Experience Team leader as line manager, liaise with other Personal Development Tutors to share good practice and communicate regularly with curriculum teams and PM's so that the personal development sessions are tailored to the specific course areas.</p>
<ul style="list-style-type: none"> The Heads of Department 	<p>Work with Heads of Department around timetabling and any specific departmental queries.</p>
<ul style="list-style-type: none"> Teaching staff within curriculum areas 	<p>Personal Development Tutors will communicate regularly with curriculum teams so that the personal development sessions are tailored to the specific course areas and to communicate and share key information on their groups and session content.</p>
<ul style="list-style-type: none"> All Business Support staff teams including: Learner Services, Additional Learning Support, Welfare and Safeguarding, Premises Operations and Curriculum Administration 	<p>Personal Development Tutors will communicate with the above for a variety of reasons such as supporting any students with additional needs, safeguarding concerns or administrative queries.</p>

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for prospective students

- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
Degree or relevant professional experience	✓	
Hold a level 3 qualification in any subject		✓
GSCE English and Maths Grade C or equivalent	✓	
Knowledge and Experience		
Experience of managing groups of students, coaching and engaging with students in an educational setting	✓	
Experience of working with learners whose first language is not English	✓	
Experience of delivery, support and direct input to student groups e.g. for a range of health, wellbeing, study skills and E&D related issues	✓	
Accessing and navigating confidently around ICT systems and databases including Pro Monitor, Pro Achieve and other Pro Solution options	✓	
Able to identify additional learner support needs.	✓	
A good understanding and knowledge of safeguarding, equality and diversity, benefit entitlements, and general student health, pastoral support and welfare issues, including those related to young people in care and asylum seekers & refugees	✓	
Experience of working professionally with a range of partner organisations, making referrals' or organising events		✓
Skills and Abilities		
Work effectively on own initiative and as a member of a team	✓	
Student focussed, with a commitment to supporting and enhancing the student experience and providing an outstanding provision	✓	
Confident with the use of IT to include monitoring statistical reporting highlighting areas of achievement and concern	✓	

Job Description and Person Specification



Confident, approachable and friendly disposition with strong communication and interpersonal skills.	✓	
Seeks support when unclear or when assistance required.	✓	
Creates a positive image of the college through the delivery of a high quality customer focussed service	✓	