

Job Description – Personal Development Tutor

Role Title: Personal Development Tutor (Health, Education & Care/ESOL departments)	Salary: £24,638 - £26,895 (pro-rata for part time roles)
Normal Place of Work: College Green Campus	Line Manager: Ross Stinchcombe
Normal Working Hours: 22 hours a week (All year round)	Responsible For: No Line Management responsibilities

Purpose of role

The role of a Personal Development Tutor focuses on supporting students to enhance their growth, well-being, and success throughout their academic programme of study. You will lead a group of students on a weekly basis, delivering timetabled Personal Development sessions designed to promote their personal, social, and emotional well-being while preparing them for the workplace.

These sessions follow a level-specific Personal Development scheme of work and are contextualised to align with each student’s chosen main course, ensuring relevance and engagement. As a core element of all full-time study programmes, Personal Development Tutorials require careful monitoring of registers and attendance to support students’ overall academic success.

In addition to leading these sessions, you will conduct pastoral check-ins with students, tracking their progress and providing tailored support to nurture their well-being and achievement. You will actively engage students in enrichment activities throughout the week, which may include running lunch clubs, organising trips, arranging guest speakers, or inviting specialist staff from across the organisation to enhance the learning experience.

An awareness of life events and challenges that may impact young people is essential, enabling you to approach sessions with sensitivity and understanding to best support the students’ needs.

When not delivering Personal Development sessions, your responsibilities will include:

- Conducting pastoral check-ins with students to provide targeted guidance and support.
- Arranging guest speakers and enrichment opportunities to enhance the curriculum.
- Planning and preparing engaging Personal Development session content.
- Leading lunch or enrichment clubs to further students’ personal growth and interests.

Through these responsibilities, you will contribute to creating a supportive and enriching college environment, empowering students to thrive academically and personally.

Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

What will the job entail?

- As a Personal Development Tutor, you will develop and deliver weekly timetabled Personal Development tutorial sessions, following level-specific personal development schemes of work, to enhance students' growth and contribution to the college community.
- By planning and preparing suitable level-specific Personal Development curriculum content, you will be providing engaging and impactful sessions that bring value to students' overall development.

- Contextualising Personal Development tutorials to make them relevant and meaningful to each student's curriculum area of study, fostering a tailored learning experience.
- Carrying out targeted pastoral check-ins with students, offering guidance, and signposting them to appropriate support services to strengthen their well-being and success.
- Monitoring student and group attendance of Personal Development tutorials to promote consistent engagement and participation.
- Improving students' attitude to learning, punctuality, positive behaviour, study skills, and employability skills, contributing to their readiness for future opportunities.
- Running a weekly enrichment club that supports students in exploring their interests and broadening their horizons.
- Collaborating with both internal and external providers to enhance the personal development curriculum by organising guest speakers, workshops, and other enrichment opportunities.
- Participating in student recruitment activities, including liaison events, open events, main enrolment, and celebration events, showcasing the college's vibrant and supportive environment.
- Liaising with parents/carers when necessary to ensure a collaborative approach to supporting student development and success.

Who will I work with?

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.

Head of Student Experience	By collaborating with the Head of Student Experience, you can align the Personal Development offer with broader student experience initiatives, ensuring that personal development is integrated into the overall educational journey of students.
Student Experience Team Leader	By working with the Student Experience Team leader, you will help shape and grow the college's Personal Development offer.
Heads of Curriculum Departments & Programme Managers	By working with Curriculum Heads and Programme Managers you will better understand the specific curriculum area(s) you are working with which will support the contextualisation of the Personal Development tutorials.
Main Course Lecturers	You will work closely with main course lecturers to better support the students you both work with. This key communication will result in a better all-round experience for our students.
Other members of the Student Experience Department <i>Careers team</i> <i>Enrichment team</i>	By working in collaboration with other areas of the wider Student Experience team you will be able to give the students a richer and broader personal development experience such as using the careers team to run

Study Centre Team	workshops or working with the enrichment team around clubs and societies.
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There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding 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
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- Undertaking 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, mentoring 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	✓	
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	✓	