



JOB DESCRIPTION

Title:	Sport Progress Tutor (Leicester Tigers)
Grade:	GS06 – Points 23-25
Responsible to:	Progress Tutor Team Leader (i-SMB Lead)/ Student Experience Manager/Director of Curriculum – Landbased and Sport
Date of Job Description:	July 21

Purpose of Job:

- To support a caseload of students on a variety of vocational programmes between level 1 and 3 – where possible, in one industry specialism, but could be across more than one
- ‘Caseload’ – this can range from 120 students to 160 students depending on level and other complexities of courses
- To support College attendance, retention and achievement strategies by providing a high quality proactive student support service
- To provide support for learning that contributes to an outstanding student experience from the start of the College journey to progression into further study or employment
- To work directly with Section Managers, curriculum staff, Course Leaders and student services to ensure students are fully engaged with all aspects of their Study Programme and achieving at a level that demonstrates added value where relevant
- Work closely with students to help them prioritise, time manage effectively and progress on their course.
- Work closely with Course Leaders to ensure regular updates on student progress
- Effectively utilise Pro-Solution software to monitor and track students progress including data, setting up individual targets and action plans if required.

Key Responsibilities:

Enrolment

- Making connections to all students prior to them starting college, seeking confirmation of any anxieties and support requirement (including information) that they made need along with identifying a likelihood to attend.
- Support enrolment of all students in caseload, including late starters. Follow up non-attendees.
- Ensure all student needs are captured including any additional support and referrals are made to Exam Access

Induction

- Assist curriculum area in positive Induction process
- Set initial targets, and monitor and update through the year
- Track probation period and suggest action to Course Leader if concerned

Initial Assessment and Additional Support

- Ensure all caseload undergo initial assessment.
- Liaise with ALS to refer and support students to access and attend support as identified.
- Support and monitor 'At Risk' students – constantly review and update RAG rating on pro-monitor
- Track course progress with unit completion and set targets and action plans if needed
- Support students meeting deadlines

Right choice and progression

- Carry out individual reviews to gauge suitability of chosen course/path.
- Liaise closely with course leaders/tutors and track progress throughout the academic year through one-to-ones, progress reviews and use of ProMonitor
- Assist students making arrangements/decisions for next step in education/career choice, eg Further/Higher education, Apprenticeship, training or employment
- Signpost to relevant support and services, especially for complex Health and Well-being concerns.
- Support setting up work experience in association with the Workplace Coordinators
- Track work experience on pro-monitor
- Support implementation of Gatsby Benchmark's with careers support, advice and guidance.
- Assist students in creating covering letters, personal statements, UCAS applications and CVs. Signposting to college support where required.

Group Tutorials

- Deliver high-quality, engaging and enriching group tutorials across College, as part of a team. Topics to include safeguarding (e.g. feeling safe, forms of abuse, e-safety, domestic violence, Prevent, child sexual exploitation), anti-bullying, substance and alcohol misuse, sexual health, mental health/self-harm, nutrition, independent living, sport and physical activities, careers, employability, enterprise, diversity etc.
- Support student participation in surveys and student council, including the class representative system.
- Arrange for external agencies/organisations to deliver group tutorials
- Carry out 1 to 1s when required - ensure students are managing their time effectively

Attendance and punctuality

- Ensure students understand absence procedures and they are adhered to
- Monitor attendance and punctuality patterns, address concerns with students and support improvements in attendance and punctuality rates – log all on Pro-Solution
- Use Pro-Solution to track and monitor attendance and punctuality and discuss in 1 to 1s and with parents, if required

Meeting parents/carers

- Attend parents evening and also be available to discuss progress of students at other times with parents/carers
- Contact parents/guardians when required – through email or phone calls
- Complete parent reports

Behaviour/Support

- Track and monitor student behaviour on pro-monitor, working on the RAG rating system routinely through the year
- Focus extensively on support for those Red Rag'd students to ensure that there is highly effective and bespoke intervention activity that seeks to move their status to amber in 28days.
- Contributing extensively to the Progress Review days in the year and the compilation of reports that will be sent to parent/guardians
- Contact guardians and parents with any concerns
- Ensure admin of formal disciplinary procedure is completed and stored on pro-monitor, and procedure followed correctly
- Setup student, staff and parent meetings if required
- Support student course progress by implementing action plans when required
- Be contactable by students for any concerns or pastoral support
- Listen and communicate any accommodation concerns with Accommodation Manager

Enrichment

- Plan enrichment opportunities
- Arrange and co-ordinate employer events and guest lectures for tutorials
- Promote usage of the Health and Fitness Suite
- Arrange and/or support coordination of any guest speakers
- Log all enrichment on pro-monitor for each student/cohort

Welfare

- Work within the College's Welfare team to deliver a mental health, wellbeing and sexual health support provision including the focus on healthy relationships and management of sexualised behaviours.
- Be vigilant with any safeguarding concerns and signpost to safeguarding officer
- Implement and use FIKA to improve mental fitness

General Responsibilities

All employees are expected to:

- Work in a manner which supports the College's core values, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with all College policies and procedures and in accordance with the Employee Code of Conduct
- Undertake their duties in accordance with Corporation's Health and Safety at Work policies and procedures and take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work in accordance with Health and Safety legislation.
- Cooperate with the College in so far as is necessary to enable it to comply with its duties under relevant Health and Safety legislation
- Keep abreast of developments in their own area of expertise and undertake professional development opportunities where identified and approved, subject to funding, to ensure continued effective performance in the role
- Undertake their duties in accordance with the College's Equality and Diversity Policy, behaving ethically and with transparency

- Abide by the Corporation's policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act and General Data Protection Regulations.

Other Reasonable Duties

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.