JOB DESCRIPTION: Personal Tutor

Job Title: Personal Tutor
Responsible For: No line management responsibilities
Location: College-wide

Purpose of the Job

To deliver high-quality personal tutoring, life skills education and pastoral support that ensures learners are safe, supported and able to achieve strong personal, social and academic outcomes. Personal Tutors monitor attendance, engagement and wellbeing, deliver the Life Skills curriculum, contribute to Access Arrangements and statutory documentation and ensure early intervention through effective communication with academic teams, support services and parents/carers.

Main Duties and Responsibilities

1. Deliver a High-Quality Personal Tutoring & Life Skills Programme

1.1 Create, Share and Deliver engaging Life Skills and Personal Tutorial sessions to your allocated caseload, embedding personal development themes such as safeguarding, British Values, EDI, sustainability, wellbeing and employability. (16 groups for FTE / Pro-rata for Part time)

1.2 Embed wider skills development aligned with the Skills Builder essential skills framework (e.g. teamwork, communication, problem-solving).

1.3 Support learners through pastoral conversations, responding to personal concerns, emerging risks and wellbeing issues, referring on where needed, working with the learner safeguarding and wellbeing teams closely.

1.4 Deliver designated short qualifications or assessments aligned to the life skills curriculum as required.

2. Attendance, Engagement and Pastoral Monitoring

2.1 Conduct daily attendance monitoring during the protected window, making immediate follow-up contact with learners and parents/carers for absences, punctuality issues or concerns.

2.2 Conduct **end-of-day follow-up** for any additional absences, concerns or indicators identified throughout the day to maintain consistent communication.

2.3 Apply the **Ready, Respect, Safe Behaviour Policy**, supporting curriculum colleagues with the **Tutor Stages**, ensuring consistent reinforcement of expectations.

2.4 Undertake welfare checks and barrier-removal interventions for learners at risk of disengagement, liaising with curriculum teams and support services.

2.5 Maintain accurate and consistent System entries for attendance actions, safeguarding concerns, interventions, referrals, actions and communication with parents/carers.

2.6 Participate in the **buddy system** to ensure attendance and pastoral coverage is maintained during staff absence.

3. Access Arrangements, PEPs, PEEPs, EHCP & Statutory Support

3.1 Support the **preliminary stages** of Access Arrangements, PEPs, EHCP reviews and relevant plans by gathering pastoral and contextual information, liaising closely with academic staff and the Learning Support/SEND teams. Undertake PEEPs for learners with medical/physical needs.

3.2 Ensure learners' personal, welfare and contextual information is captured effectively for statutory documentation.

3.3 Attend or contribute to PEP, EHCP or review meetings where the learner's pastoral needs, circumstances or concerns need representation.

3.4 Ensure that you are working with **an academic member of staff** who also contributes and attends the academic/progress-focused parts of PEP or EHCP reviews, maintaining clear academic–pastoral boundaries.

3.5 Work collaboratively with academic teams, ensuring a clear and consistent **two-pronged support approach** (academic + pastoral) for each learner.

4. Supporting Progress, Enrichment & Learner Voice

4.1 Support academic staff by sharing pastoral insight that may affect a learner's progress, ensuring early intervention with learners who are becoming at risk.

4.2 Promote enrichment and social action opportunities within tutorials to extend learners' personal development and community engagement.

4.3 Embed learner voice within tutorial sessions to ensure learners' views feed into **Changemakers** and flow upward into the wider **Learner Voice Community**.

4.4 Capture feedback from learners and use it to enhance the life skills and tutorial curriculum.

5. Administration, Compliance and Professional Development

5.1 Maintain accurate records of pastoral actions, interventions, attendance follow-up and communication with families.

5.2 Contribute to ongoing evaluation and quality assurance of the tutorial and Life Skills provision.

5.3 Engage in relevant CPD, including training on safeguarding, behaviour, personal development and statutory processes.

5.4 Adhere to all college policies and processes including safeguarding, Prevent, EDI, health & safety, data protection and behaviour policy compliance.

6. General Responsibilities

6.1 Promote and safeguard the welfare of learners at all times.
6.2 Contribute to the college's strategic ambitions and learner experience objectives.
6.3 Model high levels of professionalism and pastoral support.
6.4 Undertake any other duties consistent with the role.