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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Personal Development Tutor Lead

**Department:** Student Experience

**Responsible to:** Student Experience Manager

**Reports:** N/A

**Salary / Scale:** Support Spine – Band 7 £21,096.35 - £23,020.10 per annum (pro rata to £24,378.00 - £26,601.00 per annum for a full-time equivalent post)

**Hours:** 37.5 hours per week (40 weeks per year)

**Contact Hours:** Up to 748 hours per year across 34 term time weeks

**Date of Issue:** March, 2024

**Organisation Chart:**

Student Experience Manager

Director of SEND and Student Experience

Personal Development Tutor Lead

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**1.0 Aims and Purpose of the Post**

* 1. To provide support for the Student Experience Manager in leading the Personal Development programme and sessions to an outstanding standard.
  2. The provision of effective pastoral support through the delivery of well-planned group sessions covering Personal Development, Behaviour and Welfare, enrichment and work-ready topics.

1.3 Provide high quality instruction and facilitation of learning as part of the tutorial provision across college.

1.4 Provide support to teachers and course managers with pastoral, welfare and behavioural issues including safeguarding and disciplinary actions.

1.5 To provide high quality 121 support for all students within cohort ensuring every student received three 121s per year.

**2.0 Specific Responsibilities – Lead role**

2.1 To moderate, quality assurance and monitor the Personal Development curriculum resources and feedback to the Personal Development Tutors on areas of improvement.

2.2 To complete learning walks on behalf of the Student Experience Manager where appropriate across all sites including Higham.

2.3 Ensure college updates are distributed, logged and uploaded to all PDT teaching resources and moodle in a timely manner.

2.4 Update all full time, apprenticeship and adult Personal Development moodle pages or other VLEs with the relevant and most up to date personal development information.

2.5 Organise induction schedule for all new Personal Development staff ensuring they have a well-rounded experience and gain knowledge of the PDT programme and role.

2.6 Create a mentoring programme for all new Personal Development staff which includes a range of face to face mentoring sessions, sharing good practice with peers and online resources to gain the best knowledge of the PDT role.

2.7 Be a mentor for all new PDT staff for the duration of their probation and/or assign staff to be buddies for new staff.

2.8 Arrange guest speakers for PDT sessions in line with curriculum or student needs.

2.9 Attend cross college meetings as required e.g. Student Experience meetings, EDI Committee.

2.10 Lead the PDT team meeting, in the absence of the Student Experience Manager.

**3.0 Specific Responsibilities**

3.1 To work with other Personal Development Tutors to plan and prepare a differentiated scheme of work to include all key Personal Development, enrichment or work - ready topics to be delivered across college over the academic year.

3.2 To prepare a range of materials and resources appropriate to each level of education contextualised to students interests and needs.

3.3 To plan, facilitate and deliver engaging sessions to groups of students.

3.4 To plan and facilitate interactive workshops in response to student needs.

3.5 To cover PDT, enrichment or work-ready sessions across all sites in the event of Personal Development Tutor absence.

3.6 To develop, co-ordinate and implement strategies for raising student attendance, liaising with parents, students and staff.

3.7 To meet three times a year with each student, log intervention effectively.

3.8 Supporting curriculum providing support to distressed, sick or poorly behaved learners.

3.9 Contacting parents and carers to inform them of issues that have arisen, such as poor attendance or behaviour.

3.10 To be aware of safeguarding issues and signpost as appropriate.

3.11 To maintain and take responsibility of a classroom space which is safe, inclusive and inviting for students

3.12 To work collaboratively with staff from across the college including Student Experience Team, Student Support, Learning Support, Student Services, Transport and Finance.

3.13 To support and participate in the enrolment and induction of students as required.

3.14 Ensure all session material is up to date, reflects best practice and is reviewed and refreshed on a regular basis to the standards agreed in the College.

3.15 Contribute to and participate in careers events, open events and parents evenings.

3.16 To undertake the necessary administration and to make appropriate referrals as and when

necessary.

3.17 Ensure the highest level of customer service at all times.

3.18 Work at all times in such a way as to promote the smooth running of the College, including a willingness to travel to other college sites and support the work of the team as required.

3.19 To promote and market the services provided and available as required to ensure students and staff are aware of the support available.

3.20 To maintain confidential records as appropriate.

3.21 To contribute to reports on tutorial/workshop engagement, student progress and student welfare.

3.22 Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.

3.23 To promote and adhere to the College’s Safeguarding Policies and Procedures

3.24 To promote and adhere to the College’s Health & Safety Policies and Procedures

3.25 To manage student conduct in accordance with College policies

3.26 The active promotion of and commitment to best practice in equality, diversity & inclusion.

3.27 Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.

3.28 Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on site parking

Subsidised catering Cycle to Work Scheme (subject to conditions)

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Personal Development Tutor Lead** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Educated to level 3 or equivalent | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Information, advice and guidance Level 2 or willing to work towards | X |  |
| Commitment to and evidence of CPD | X |  |
| A teaching qualification at Level 4 or willingness to work towards within the first 12 months of employment | X |  |
| Safeguarding Level 2 or equivalent or willing to work towards | X |  |
| Mental Health First Aid or equivalent or willing to work towards | X |  |
| Full Drivers Licence | X |  |
| **Experience & knowledge** |  |  |
| Able to motivate students | X |  |
| Excellent verbal and written communication skills | X |  |
| Demonstrate ability to relate to students effectively to support them to successful outcomes | X |  |
| Outstanding communication skills (written and verbal) | X |  |
| Be able to demonstrate the ability to lead on developing, planning, delivery and evaluation of high quality, motivational and inclusive learning experiences | X |  |
| Experience of working in a flexible and positive manner and being able to adapt to changing work patterns | X |  |
| Experience of working within the FE sector |  | X |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently | X |  |
| **Personal Attributes** |  |  |
| To be able to demonstrate the effective support for the College core values of putting learners first. | X |  |
| Strong team player | X |  |
| Ability to react and think on your feet | X |  |
| Ability to influence, persuade and inspire others | X |  |
| Naturally resilient | X |  |
| Capable user of IT systems or prepared to undergo training as required to develop skillset | X |  |
| Experience of understanding how to promote equality and diversity within the job role | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visa’s and Immigration Service, and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visa’s and Immigration Service website.