

THE ROLE OF PERSONAL TUTOR



PASTORAL CARE

- Monitor and fulfil safeguarding and prevent duties.
- Identify and support with social/personal/welfare issues and sign-post to internal and external support agencies.
- Promote learner voice.
- Promote and monitor involvement with enrichment and curriculum enhancement.

MONITOR PROGRESS ON STUDY PROGRAMME

- Monitor and manage attendance across the whole of the study programme (including maths and English).
- Monitor and manage progress towards successful achievement and grades above minimum expected grades.
- Work with students and set individual targets for improvement. These targets to be monitored and reviewed to encourage development and improvement.

DELIVER TUTORIAL PROGRAMME

- Deliver tutorial programmes to a high standard, ensuring academic one-to-ones take place with details recorded under 'learner meetings', alongside the supervision of group tutorial materials on the VLE.
- Complete and maintain Individual Learning Plan for all students.
- Support students with career planning including progression plans, UCAS applications and steps towards employment.
- Contribute to the design and delivery of the tutorial programme as well as develop engaging learning materials.
- Promote the calendar cross College events and activities such as 'One World Week'.

ONE STOP SHOP FOR COMMUNICATION

- Key communication contact for parents/carers to report on progress and pastoral aspects of the study programme.
- First point of contact for Head of Studies/maths and English staff.
- Co-ordinator of all tutor/Additional Learning Support Officer information regarding academic or pastoral aspects of learner journey.



**HEAD OF STUDIES
& PERSONAL TUTOR**



THE ROLE OF HEAD OF STUDIES

The primary focus of the role is attendance. Heads of Studies (HoS) will visit the curriculum teams in order to show how the HoS role works in terms of support.

RESPONSIBILITY FOR:

- 16-18 full-time students.
- 19+ students who are attending those programmes of study.

Heads of Studies will pass incidents which require immediate action to the appropriate manager for those areas, for example a Higher Education (HE) student issue would be sent through to the HE Manager and an apprentice issue to Business Services.

PRIMARY FOCUS AND FUNCTION OF HEAD OF STUDIES

- Facilitate outstanding student experience from entry to exit, working closely with curriculum and support teams.
- Work proactively with Heads of Departments and Personal Tutors to improve attendance, retention, identify 'at risk' learners and implement support.
- Help create a College community working closely with others including Chaplaincy.
- Lead on safeguarding and working closely with support services.
- Key communication leads for staff and students.
- One stop shop for communication and presence at each campus.

PERSONAL TUTORS AND BRIEFINGS

Heads of Studies work closely with Heads of Departments to lead Personal Tutors in the pastoral elements of the programmes of study. All Personal Tutors are required to attend Head of Studies briefings on:

Sampling days
Interviews/contracts
Enrolment
Fresher's fair
Induction
Assemblies
Welcome meet and greet
Careers events
Progression.

Facilitate learner voice meetings and report back to on 'You said, we did' as well as promoting involvement in the Student Council and enrichment activities.

ATTENDANCE & RETENTION

Main key performance indicator activity includes:

- Completing weekly attendance monitoring report and ensuring consistent liaison with Heads of Departments, Personal Tutors, Maths & English and support teams for early intervention.
- Monitoring and managing learner withdrawals working closely with Head of Studies, Student Liaison Officers (SLO), Personal Tutors, Personal Specialist Tutors and Management Information Systems.
- Providing case loads for SLOs of high risk learners, reviewing regularly and liaising with parents if necessary.

Monitor and support Personal Tutors with:

- Safeguarding and prevent duties in liaison with Designated Protection Officer and Fab Futures Team.
- Tutorial content and delivery, performing walk through observations in liaison with the quality team.

PERSONAL TUTORS AND BRIEFINGS

- Hold student assemblies every half term.
- Perform meet and greet each morning in main reception to welcome students.
- Co-ordinate duty management and corridor walks and collate learner voice information generated from question of the week.
- Co-ordinate cross College enrichment activities and promote through a weekly briefing 'What's On'.

