

## **Job Description**

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| <b>Job Title:</b>       | Student Progress Advisor                          |
| <b>Line Manager:</b>    | Student Progress Leader                           |
| <b>Job Requirement:</b> | Pastoral Support for up to 11 Tutor Group classes |

### **Key Purpose of the Role**

To support a cohort of Year 12 and 13 students to complete their courses and achieve to the best of their ability. The key focus for this role is improving student's achievement.

The Student Progress Advisor will contribute to the Trust's strategic objectives by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

### **Key Responsibilities**

1. Responsible for up to 11 Tutor Group classes.
2. Primary point of communication with parents/guardians.
3. Track and monitor the academic progress of these tutees against their expected achievement levels.
4. Identify those at risk of under achievement and initiate timely intervention.
5. Support tutees to achieve or surpass their minimum grades.
6. Monitor tutee's attendance and punctuality and initiate timely interventions to ensure they attend well.
7. Monitor tutee personal conduct and to ensure that students behave in accordance with the ethos of the college and within their agreed code of conduct.
8. Monitor student welfare and wellbeing and initiate 'early help' support where necessary to support their health and wellbeing while they are a student at college, including early to study fitness conversations.
9. If safeguarding concerns emerge, refer students to appropriate early help and carefully follow safeguarding procedures.
10. Maintain accurate student records on Cristalweb and CPOMS.
11. Responsible for Stage C learning behaviour contracts and referral to stage D as necessary.
12. Deliver group Tutorials in order to fulfil the requirements of the core Tutorial Programme, Tutorial+ and The Prospects Diploma.

13. Support the development of resources for the Tutorial Programme if required.
14. Participate fully in the careers, advice and guidance programme including Getting Ready Day.
15. Support the Careers Team to facilitate work experience for all students.
16. Attend a weekly supervision meeting with an allocated Student Progress Leader.
17. Ensure that tutees have access to appropriate careers advice and guidance for any proposed in year course changes or a decision to leave college.
18. Support students with their UCAS applications including writing their UCAS reference.
19. Provide progression application references for students as required.
20. Attend twilight interviews evenings across the academic year.
21. Support wider College activities and events as required, such as the summer results period, Open Evenings, Parents Consultation Evenings, Getting Ready Day Events, Enrolment (throughout the full enrolment period) and admissions interviews.
22. Participate fully in the College's Quality Assurance Cycle.
23. Participate fully in the College's performance management process, setting appropriate targets for your personal development.
24. Undertake appropriate training and development activities as required for the role and undertake the statutory training required.
25. Provide short term cover for other team members if required.
26. All staff have a shared responsibility to actively promote inclusion, fostering an environment where every individual feels valued, respected, and supported in their learning and development. This includes identifying and removing barriers to participation and learning, so that ALL students can achieve and thrive.
27. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

## **Person Specification**

We are looking for an individual who is passionate about helping students reach their full potential. The ideal candidate will have:

### **Qualifications**

- A good standard of general education to A Level or equivalent.

### **Significant and proven experience in the following areas:**

- Recent and relevant experience in working with young people.
- Experience in tracking and supporting student achievement and personal development;
- Working with others to achieve successful outcomes.
- Presentation or teaching experience

### **Personal Qualities and Skills**

- Strong interpersonal skills with the ability to engage with clients, students, parents, staff and visitors to the Prospects Centre and events.
- Ability to build rapport with others in order to foster positive working relationships.
- A 'can do' attitude.
- Ability to work independently and as a member of a successful team.
- Resilient, calm and able to work under pressure.
- High professional standards and personal integrity in order to maintain confidentiality.
- Competent IT skills

### **Desirable**

- Competent IT skills
- Extended period of working in a College or School setting
- Experience in a similar role within a college or school setting.

### **Job Requirements**

- A current clean driving licence and access to a vehicle for work purposes.
- Mental Health First Aid (Training can be provided)