** Job Description**

**Post: Senior Tutor Manager**

**Salary/Grade: NSP1-9 with Responsibility Allowance C - £5,444 - £8,854**

**Responsible to: Assistant Principal – Engagement and Achievement**

**Main purpose of the post:**

* To effectively manage the team of specialist Senior Tutors and ensure quality and consistency of provision within the tutorial system so that it may contribute towards high levels of college retention and achievement.

**Main Duties**:

1. **Operational/Strategic Planning** 
   1. Contribute to setting and meeting standards in the pastoral annual self-assessment report and action plan in line with the College’s planning and quality assurance procedures.
   2. Contribute to the development and regular updating of pastoral related policies.
   3. Liaise with the other Senior Tutor Managers and Vice Principal – Curriculum and Planning to create Senior Tutor Timetables
   4. Liaise with link Head of Departments half termly to discuss at risk students and take appropriate actions
2. **Teaching** 
   1. Act as a Senior Tutor to a range of tutor groups and undertake teaching duties as required
3. **Curriculum Provision and Development**
   1. Take responsibility for reviewing and planning of the pastoral curriculum implementation plan (CIP), ensuring activities and resources are varied and of a high quality.
   2. Where appropriate and relevant, ensure that prominent local, national and international news/events are fully covered and implemented within the tutorial curriculum.
   3. Ensure regular focus groups take place with students to allow the CIP to be developed to meet the needs of tutees and life beyond sixth form.
4. **Staffing**

Take responsibility for operational line management of senior tutors and tutoring, including:

* 1. Appointing, inducting and training new Senior Tutors.
  2. Where practicable, organising cover arrangements for absent Senior Tutors.
  3. Promoting teamwork among the Senior Tutors and to motivate staff to ensure effective working relations.

1. **Students**

**Safeguarding**

* 1. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the Safeguarding policy/procedures and Prevent Strategy.
  2. Commit to being an active member of the College’s Safeguarding Team, working closely with the College’s Safeguarding Manager in order to best support our at risk students.

**Discipline**

* 1. To take responsibility for promoting good standards of behaviour and conduct in students by implementing and monitoring/reporting breaches of the Student Behaviour, Conduct and Entitlement Policy.
  2. Provide support to Senior Tutors in dealing with referrals, complaints and issues of a complex nature and beyond the remit of the Senior Tutor, according to the Student Behaviour, Conduct and Entitlement Policy.

**Learner Involvement**

* 1. Contribute to the development and implementation of the Student Involvement Strategy in order to improve the quality of provision and to respond appropriately to student needs.
  2. Respond to student voice by adapting approaches to teaching, learning and assessment to meet individual student needs.
  3. Attend parent meetings as and when required.
  4. Monitor and review student progress in line with the College’s student tracking systems and make appropriate interventions as and when required.

1. **Quality Assurance** 
   1. Establish common standards of practice within the team of Senior Tutors.
   2. Ensure the quality of tutorial delivery and pastoral support through conducting audits, appraisals/mid-year reviews, evaluations and observations.
   3. Work closely with the Assistant Principal – Engagement and Achievement to develop pastoral tracking/monitoring systems including student progress, attendance, punctuality and behaviour.
   4. Work with the other Senior Tutor Managers to create a SAR/QIP for the Tutorial system.
   5. Promote the continuous development and improvement of pastoral services.
   6. Lead on the dissemination of good practice within the Senior Tutor team.
   7. Undertake critical yet supportive performance management of Senior Tutors, with a focus upon performance in relation to expectations (ie. response times, interventions, attendance, retention and achievement).
   8. Identify the training needs of Senior Tutors and feed this into the annual training plan.
   9. Participate in the College’s Performance Management Review system and have an annual and mid-year review meeting with your line manager.
2. **Equality and Diversity**
   1. Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity.
3. **Management Information and Administration** 
   1. Maintain files and records as specified by the Assistant Principal – Engagement and Achievement
   2. Keep accurate and up to date records of students’ progress via the College’s student tracking system.
   3. Ensure all data usage and storage complies with the Trusts GDPR policy.
4. **Communications**
   1. Convene and chair case conferences and draw up action plans and contracts in order to provide opportunities for students to modify their behaviour.
   2. Chair Senior Tutor team meetings, ensuring effective communication and a common purpose within the team.
   3. Liaise with internal/external bodies as appropriate, for example Careers, Positive Steps, counselling, CAMHS, Tameside MASH team, Police, external support services etc.
   4. Liaise closely with the Business Administration Manager and Assistant Principal – Engagement and Achievement to ensure that all student support administration functions operate effectively.
   5. Plan and deliver presentations to parents/guardians, students and staff on pastoral/student support and safeguarding matters.
   6. Liaise closely with curriculum leaders in order to explore best practice and agree productive support measures to ensure student success.
   7. Represent the area as required.
5. **Marketing and Liaison**
   1. Assist the Assistant Principal – Engagement and Achievement in organising events for parents/guardians/students such as Welcome Evening for parents/guardians of new students.
   2. Contribute to pre-enrolment activities such as high school presentations and interviewing potential students.
6. **Management of Resources**
   1. Ensure tutorial materials are organised and ready for dissemination, the tutorial Canvas site and resource base are updated and the effective use of allocated resources.
7. **Other**
   1. Contribute to the college mission and ethos and support the aims and objectives of the College.
   2. Follow and comply with the College’s policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health & Safety across the College.
   3. Undertake any other duties of an equal nature as assigned by the Centre Principal or Assistant Principal – Engagement and Achievement