



Job Description

The job description gives an indication of tasks to be performed within a specific area

JOB TITLE: Senior Tutor

Responsible to the Director of Student Services.

JOB PURPOSE:

To ensure tutorial systems and procedures are managed and developed effectively in line with the college's mission and strategic plan and to be the lead manager for overall student performance for a specified group of learners.

KEY TASKS:

- To develop, maintain and lead the student performance management and tutorial programmes for a designated cohort of staff and students, including induction and tutorial materials.
- To work with a specific group of tutors to ensure that college policies and procedures are applied consistently and effectively.
- To manage the completion of data returns and administrative tasks in a timely manner.
- To support tutors by the identification and promotion of best practice and work with staff to identify professional development needs.
- To support tutors and senior managers in the effective implementation of student monitoring, reporting, tracking and disciplinary policies/procedures.
- To liaise with parents/guardians, employers and other appropriate agencies to ensure accurate information is communicated, where appropriate, including the organisation of parents' evenings.
- To co-ordinate and ensure that all student references are completed in line with college policy and meet the required standards.
- To have overall responsibility for student tracking, including Key Skills and destinations.
- To advise on student programme changes and ensure college procedures are followed.
- To help facilitate the running of the College Council and to act as a conduit for student feedback.
- To manage student progression activities/events in conjunction with the Guidance Team.
- To be a member of the Student Services Management Team.
- To deputise for the Head of Student Services as required.
- To perform the normal duties of a teacher.
- To interpret, and manage, the Every Child Matters agenda within the college.
- To work on whole college events such as Presentation Evening.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment