

## ROLE PROFILE

<b>Job Title:</b>	Personal Development Tutor (PDT)
<b>Responsible to:</b>	Student Services Team Leader
<b>Responsible for:</b>	N/A
<b>Salary:</b>	£36,316 Pro Rata £31,515.24 Per Annum Scale 7, Point 34
<b>Hours per week:</b>	37
<b>Weeks per year:</b>	39 worked weeks (36 weeks during term time, 2 'admin' weeks and a further five days work outside of term time. 45.25 paid weeks.
<b>Conditions of Service:</b>	Callywith College Trust
<b>Academic or Support:</b>	Support

<b>Key Purpose of the Role:</b>	Development of student support through raising aspiration and performance and helping to build ambition, confidence, and resilience in our students
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**Primary Tasks:** Take responsibility for all administrative duties associated with your tutor groups.

Work with all stakeholders, e.g., students, parents, carers, subject staff, Programme Team Leaders to provide the necessary interventions and support.

Support the development and delivery of the college's tutorial programme.

Support, monitor and provide the necessary intervention throughout the learner journey.

Promote and track academic achievement.

Promote and monitor student attendance and retention.

Provide learner mentoring to students who require further support. Promote personal and social development.

Build self-esteem and self-confidence in each individual student.

Provide information, advice, and guidance to learners at every stage of the learning journey.

Attend all college events, evening meetings and CPD as required.

Operate as part of the college IAG and interview team, contributing to the successful enrolment of students on to the appropriate courses.

Responsibility for delivering the weekly tutorial programme to whole tutor groups.

To develop a positive and friendly community spirit amongst students by helping to create a safe, healthy, and welcoming climate for learning and recreation by being highly visible within the college and to external partners.

To maintain and promote a safe and healthy environment for students, supporting students who experience personal difficulties both internal and external to college and signposting them to appropriate support services including the college counsellor and safeguarding team.

Provide pastoral support by initially, getting to know your cohort of students; facilitating the transition from year 11 to sixth form and beyond; providing a friendly point of contact and liaising with other individuals or agencies to provide support when required.

Provide academic support for students by regularly monitoring students' progress and attendance; providing information, advice, support, and guidance; proactive monitoring and interventions and liaising with lecturers and Programme Team Leaders and parents.

Act as role models and mentors for students, implementing strategies to raise aspirations and encourage progression to Higher Education/Higher Level Skills or employment including apprenticeships.

Work alongside Programme Team Leaders to provide pastoral support, improve attendance, retention, and achievement, encouraging internal progression to enhance the quality of the learner journey

## COLLEGE-WIDE RESPONSIBILITIES

As a member of staff at Callywith College, the post-holder is expected to contribute to the overall aims and values of the college by actively engaging in the following areas:

### Probationary Period

Your first nine months (academic or management roles) or six months (support staff) of employment will be a probationary period. During this time, your suitability for the role will be reviewed and assessed.

### Performance and Development

Take part in the college's performance appraisal and review process. Engage in ongoing professional development activities to support continuous improvement and growth.

### Equality, Diversity and Inclusion

Promote and support equality, diversity and inclusion in accordance with college policies and values.

### Student Experience

Contribute to providing a high-quality environment that supports student learning, wellbeing, and personal development. Support the delivery of effective Student Welfare and Support Services.

### Organisational Development

Contribute to the development of a flexible, responsive, and forward-thinking college. Support college marketing and promotional initiatives as appropriate.

### Health, Safety and Use of Resources

Use college equipment, premises, and property safely and responsibly. Adhere to all health and safety policies and procedures. Carry out Fire Marshall or First Aid duties as required (training will be provided if needed).

### Wider College Contribution

Participate in and contribute to general college-wide developments and initiatives. Be open and adaptable to changes in role and responsibilities as the college evolves.

### Safeguarding

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

## PERSON PROFILE

### PERSONAL DEVELOPMENT TUTOR

Ideally, the person appointed will have the following skills and experience:

- Previous experience of working with young people
- Previous experience of providing information, advice, and guidance to young people
- General qualifications and education to at least level 2, including Maths and English
- Ability to work effectively as part of a team or independently.
- Excellent interpersonal skills
- Ability to communicate with staff across college at all levels.
- Good communication and language skills, both verbal and written
- Excellent organisational skills, including working to tight deadlines.
- An interest in the education sector
- Previous experience of working in a college environment
- General qualifications and education to level 3 or above

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

# CALLYWITH VALUES

CHOSEN BY STAFF  
AND STUDENTS, OUR  
VALUES REPRESENT  
THE VISION, MISSION  
AND CULTURE OF  
CALLYWITH COLLEGE.



## SUCCESS

"We are what we repeatedly do.  
Excellence, then, is not an act,  
but a habit".  
Aristotle



## RESPECT

"Relationships are based on four  
principles: respect, understanding,  
acceptance and appreciation".  
Mahatma Gandhi



## RESILIENCE

"A champion is defined not by their  
wins, but by how they can  
recover when they fall".  
Serena Williams



## COMPASSION

"Be kind in your actions".  
Mother Teresa

