



- To maintain accurate records, regularly assessing and grading student work
- To undertake regular reviews of student progress and complete Profiling reviews in accordance with College requirements

To be a tutor for a group of students, supporting tutees and monitoring their progress throughout their time at College:

- To support students and help them with any problems, personal or academic, which they might encounter during their time at College – including referral to the TTL, college counsellors, nurses, or learning support team
- To act as the link between the College and parents, keeping them informed where concerns arise
- To deliver the Personal Development Programme in the designated Tutorial period
- To check on absence from College on a weekly basis and contact parents where absence is a concern
- To deal with tutees who have unsatisfactory effort and behaviour. This will involve liaison with subject staff, and the Tutor Team Leader, as well as parents
- To produce, in liaison with the student, an Individual Learning Plan as part of the College Profiling system
- To prepare high quality UCAS references for tutees and keep to internal College deadlines set

General Responsibilities:

- To maintain accurate records of class attendance using the College registration system and to follow up student absence
- To communicate with the parents of students and prospective students, including attendance at Consultation Evenings, Parent Tutor Evenings and Open Evenings
- To interview prospective students
- To contribute to the College's Extension/Complementary Studies programme by teaching on existing courses and developing new courses in line with College policy
- To attend and contribute to meetings as identified on the College calendar
- To provide cover within the Department for staff who may be absent on a short term or occasional basis

To contribute to the overall management of the College and adhere to its policies and procedures:

- To act at all times in accordance with the College's Safeguarding Policy
- To participate in the College's Professional Review scheme
- To take responsibility for improving teaching through continued professional development, including participation in training opportunities provided by the College
- To participate in the College's quality assurance procedures, for example lesson observations and the departmental self-assessment process
- To adhere to the College's IT – Acceptable Use Policy at all times
- To participate in the maintenance of satisfactory standards of health, safety and security in relation to the Department in accordance with College policy

- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
- To carry out other reasonable requests as may be required from time to time by the Principal