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Personal Development Tutor - Cauldon (Fixed Term)

Job Description

Faculty / Department: Campus:	ALL

Responsible to:	Tutorial Manager

Responsible for:	N/A

Grade:	Salary: £30,583 per annum, pro-rata (Grade 3A, SCP 15)	**Hours:**	Full time, 37 hours per week, Term Time Only 37 weeks per year, (0.84FTE) Fixed Term (12 months)

Role Summary:
The role of a Personal Development Tutor at Stoke on Trent College is to work with and effectively support a caseload of 16-19 learners on Study Programmes at the Cauldon Campus. The role is essential for personal development and in supporting learners to achieve their qualification.

Main Duties and Responsibilities:

Work Processes and results

- Support learners' personal development including their development of positive behaviours towards learning and employability
- Deliver group tutorial sessions in line with the Personal Development scheme of work
- Hold regular one to one discussions reviewing learner progress against vocational, academic and wider knowledge, skills and behaviours
- Liaise with teaching and other staff to monitor individual learner progress and target 'at risk' learners including the recording of intervention and impact
- Guide learners to complete and monitor an ILP on ProMonitor
- Have responsibility to run regular group tutorials and complete 1:1 reviews using ProMonitor to monitor progress through the individual learner's, English and Maths, vocational qualification, enrichment/enhancement and work experience programme

- Refer learners for additional support
- Set and monitor SMART targets and badges on ProMonitor to support completion of their study programme
- Carry out informal disciplinary meetings in accordance with the College learner disciplinary procedure and to plan and attend at other formal stages.
- Promote development of employability skills
- Run group tutorials on specified themes and monitor learners' completion of e-tutorials
- Monitor attendance and punctuality levels taking action as required, including Functional Skills/GCSEs
- Encourage positive learner progression
- Signpost learner to Careers and support UCAS Application process
- Work flexibly as a member of a team of progress coaches and support staff
- Contribute to the Annual Reviews of Learners with an Educational, Health and Care Plan and/or learners with High-Cost additional learning support
- Prepare ProMonitor reports and record all information about a learner appropriately using designated systems such as pro Monitor and MyConcern.
- Collaborate with and communicate progress to parents, carers and other stakeholders on learner progress (aged 16-18).

The post holder will:

- Identify the financial, health and safety, equality, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks
- Undertake any other duties as may reasonably be required
- Carry out all the above duties in the context of the practical application of the College's equal opportunities policy and acting responsibly at all times in order to maintain the health and safety of yourself and others

Team Work

- To work flexibly as a member of a team of support staff, including attendance at team meetings and other College meetings, as well as supporting open events.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Engage proactively in the performance review process, contributing to the setting of the role specific objectives, supporting developmental planning and participating in regular review discussions to faster continuous improvement and alignment with college priorities.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Demonstrate a commitment to embed the FREDIE principles of Fairness, Respect, Equity, Diversity, Inclusion, and Engagement, contributing to building a truly inclusive culture where everyone feels valued, respected, and able to participate.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values - Inclusive, Collaborative, Courageous, Ambitious, Nurturing (ICcAN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate actively in making the College a welcoming and inclusive environment in which to learn and work, contributing to a college culture which is consistent with our values.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges.
- Maintain vigilance regarding safeguarding concerns and report them in full compliance with the College's safeguarding procedures.
- Model appropriate professional boundaries and positive behaviour.
- Participate in mandatory Safeguarding, Prevent, and Health and Safety training and maintain up-to-date compliance through refresher sessions.
- Read and understand Part 1 of KCSIE (or Annex A where applicable) and refresh understanding annually when the guidance is updated each September.
- Contribute to maintaining a safe and welcoming environment for all Learners.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

This Job Description and Person Specification is accurate as at ***September 2026****. In consultation with the postholder, the College reserves the right to update, amend, or vary its content, to reflect changes to, or modernisation of, the role.*

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Cert	Certificate
DBS	DBS Certificate
Po	Portfolio



PERSON SPECIFICATION

Personal Development Tutor

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	• Minimum of 2 GCSE's (A* - C, 9 – 4) or equivalent, including Maths and English or willingness to work towards. • Possession of a Level 4 or above teaching qualification or a willingness to acquire this qualification within 2 years of appointment.	A, I, Cert A, I	• Minimum of 4 GCSE's (A* - C, 9 – 4) or equivalent. • Possession of a Level 3 Certificate in Learning Support.	A, I A, I
Experience	• Experience of working in a learning support role with learners aged 16+ and/or adults with a range of learning support needs. • Experience of supporting learners with a range of support needs including learning, personal, social, emotional and behavioural.	A, I A, I		
Special Knowledge/ Skills/ Abilities	• Good IT, written and verbal communication skills. • Understanding of the health and safety and equal opportunities issues in learning support. • Knowledge and/or competencies of health and safety as relevant	A, I A, I A, I	• Good working knowledge of ProMonitor and experience of completing 1:1 and small group tutorials	A, I

	to the post and a commitment to safeguarding the health and safety of learners and others.			
Disposition/ Attitude	• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties and through being able to work flexibly as part of a team. • Demonstrable positive approach to Equality, Diversity & Inclusion • Resilience and adaptable in response to challenges and change.	I A, I A, I		
Suitability to work with Children, Young People and Vulnerable Adults	• A commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults. • Understand the importance of maintaining confidentiality and appropriate professional boundaries with children, young people and vulnerable adults • Awareness of Safeguarding policies and procedures in an educational setting. • Ability to recognise and report safeguarding concerns in line with College procedures.	I, DBS I, R, DBS I, R I	• Training in Safeguarding, child protection or Prevent beyond mandatory induction • Familiarity with safeguarding legislation relevant to the education sector. • Awareness of Prevent duty	A, I, R I I

TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

Sick Pay

The Company has a scheme of enhanced sickness benefits.

Training and Development

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

Holidays

Education Business Services (Stoke) Ltd staff are entitled to 32 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and ample parking space is available on both sites, subject to availability at peak times.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

Notice Periods

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

Location of Work

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

Equality of Opportunity

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.