

The Leicestershire College

Job Description

1. Job Details

Job Title:	Progress Tutor in Construction, Motor Vehicle & Landbased Engineering
Department:	Trade Services
Reporting To:	Curriculum Head
Competency Level:	Curriculum Support 2
Hay Grade:	G3
Salary:	£25,950 - £28,896 per annum
Date of Job Evaluation:	tbc
Date:	August 2026

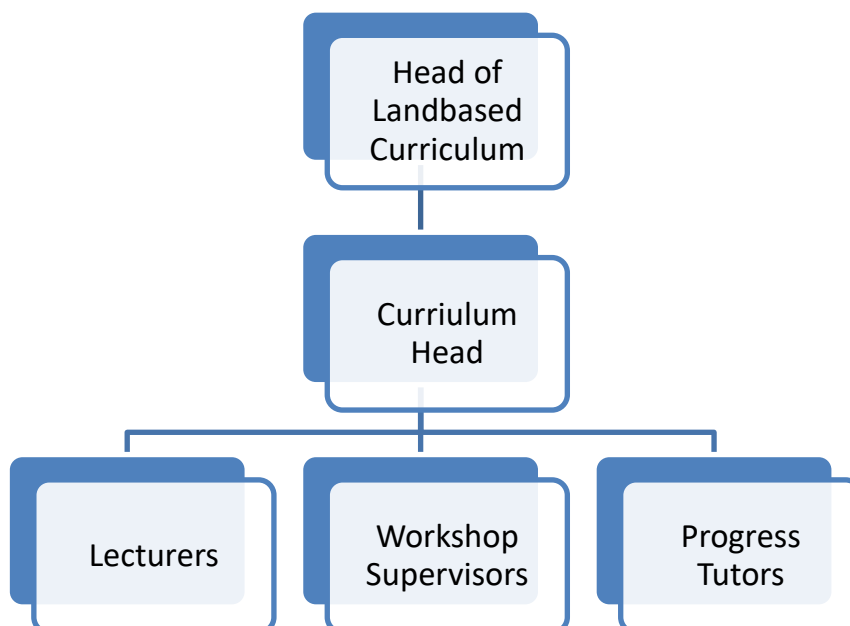
2. Job Purpose

Support and monitor a caseload of students to promote engagement, attendance, achievement and progression, providing timely interventions where needed. Work closely with curriculum and support teams to track progress and deliver a positive student experience.

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
Document Reference:	HR-TT-078	Last Review:	Aug 2025
Version:	1.0	Next Review:	Aug 2027

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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- To support a caseload of students on a variety of vocational programmes between level 1 and 3 – where possible, in one industry specialism, but could be across more than one
- To support College attendance, retention and achievement strategies by providing a high-quality proactive student support service
- To provide support for learning that contributes to an outstanding student experience from the start of the College journey to progression into further study or employment
- To work directly with Section Managers, curriculum staff, Course Leaders and student services to ensure students are fully engaged with all aspects of their Study Programme and achieving at a level that demonstrates added value where relevant
- Work closely with students to help them prioritise, time manage effectively and progress on their course.
- Work closely with Course Leaders to ensure regular updates on student progress
- Effectively utilise Pro-Solution software to monitor and track students' progress including data, setting up individual targets and action plans if required.

- Ensure all student needs are captured including any additional support and referrals are made to Exam Access
- Set initial targets, and monitor and update through the year
- Track probation period and suggest action to Course Leader if concerned
- Ensure all caseloads undergo initial assessment.
- Carry out individual reviews to gauge suitability of chosen course/path.
- Signpost to relevant support and services, especially for complex Health and Well-being concerns.
- Support setting up work experience in association with the Workplace Coordinators
- Support implementation of Gatsby Benchmark's with careers support, advice and guidance.
- Assist students in creating covering letters, personal statements, UCAS applications and CVs. Signposting to college support where required.
- Deliver high-quality, engaging and enriching group tutorials across College, as part of a team. Topics to include safeguarding (e.g. feeling safe, forms of abuse, e-safety, domestic violence, Prevent, child sexual exploitation), anti-bullying, substance and alcohol misuse, sexual health, mental health/self-harm, nutrition, independent living, sport and physical activities, careers, employability, enterprise, diversity etc.
- Support student participation in surveys and student council, including the class representative system.
- Carry out 1 to 1s when required - ensure students are managing their time effectively
- Monitor attendance and punctuality patterns, address concerns with students and support improvements in attendance and punctuality rates – log all on Pro-Solution
- Attend parents evening and also be available to discuss progress of students at other times with parents/carers
- Track and monitor student behaviour on pro-monitor, working on the RAG rating system routinely through the year
- Contributing extensively to the Progress Review days in the year and the compilation of reports that will be sent to parent/guardians
- Contact guardians and parents with any concerns
- Ensure admin of formal disciplinary procedure is completed and stored on pro-monitor, and procedure followed correctly
- Setup student, staff and parent meetings if required
- Be contactable by students for any concerns or pastoral support
- Listen and communicate any accommodation concerns with Accommodation Manager
- Plan enrichment opportunities
- Arrange and/ support coordination of employer events and guest lecturers/speakers for tutorials
- Log all enrichment on pro-monitor for each student/cohort
- Work within the College's Welfare team to deliver a mental health, wellbeing and sexual health support provision including the focus on healthy relationships and management of sexualised behaviours.
- Be vigilant with any safeguarding concerns and signpost to safeguarding officer

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Manage and support a caseload of vocational students through regular reviews, target setting and individual guidance.	Students remain engaged, retained on programme and achieve their learning goals.
Monitor attendance, punctuality, behaviour and academic progress using Pro-Solution and Pro-Monitor, implementing interventions where required.	Issues are identified and addressed early, improving student performance and success rates.
Work closely with Course Leaders, curriculum teams, Student Services and parents/carers to coordinate support and share progress updates.	Students receive consistent support and remain on track to achieve positive outcomes.
Provide pastoral guidance, make referrals to appropriate support services and respond to safeguarding and wellbeing concerns.	Students feel safe, supported and able to participate fully in college life.

8. Key Working Relationships and Communications

Internal: Loughborough College Group Staff, Learners

External: Parents, guardians, carers, employers/work-experience providers, external bodies/ support organisations, community partners and guest speakers.

9. Scope for Impact

Not applicable.

10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Own actions and behaviours are inspiring and engage others considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with accuracy; enables mutual understanding; confident presenter.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a teaching qualification		•	Application/ Certificates
2.	Possess a relevant degree		•	Application/ Certificates
3.	Possess a qualification in information, advice and guidance		•	Application/ Certificates
4.	Possess a minimum of a level 3 qualification in education (or a relevant subject)	•		Application/ Certificates
5.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
6.	Experience of working with young people aged 16-19	•		Application/ Interview
7.	Experience and knowledge of an education system, in particular Further Education	•		Application/ Interview
8.	Experience of supporting learning needs on a one-to-one basis		•	Application/ Interview
9.	Experiencing of organising and co-ordinating projects/events		•	Application/ Interview
10.	Have experience teaching or providing training to learners		•	Application/ Interview
SKILLS & KNOWLEDGE				
11.	Excellent communication skills and ability to establish rapport with students and student groups	•		Application/ Interview
12.	Ability to work as part of a team and communicate well with wider colleagues	•		Interview
13.	Excellent organisation and planning skills	•		Interview
14.	Ability to work under pressure and to deadlines	•		Interview
15.	Ability to work in a self-directed way with guidance from line manager	•		Interview
16.	Ability to develop and organise group work and intervention strategies	•		Application/ Interview
17.	Ability to work with discretion and maintain confidentiality	•		Interview
18.	Have strong IT skills	•		Application/ Interview
19.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
20.	Possess a driving license and be able to commute to other college sites as and when it is required	•		Interview
21.	Promote the College's equal opportunities policy and practices	•		Interview
22.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in August 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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