



Progress Tutor

APPLICATION PACK



Proud to be part of

TCAT



JOB DETAILS

HOW TO APPLY



Start Date	As soon as possible, subject to successful pre-employment checks including a DBS check or a check against the DBS Update Service if registered.
Working Arrangements	Permanent, full time (37 hours per week). 39 weeks per year (including professional development days). Monday to Thursday 8.30am to 16.30pm, Friday 8.30am to 16.00pm
Salary	Point 7 to 10 on the Support Staff Salary Scale £25,951 to £27,733 per annum. (Actual pro rata salary £22,421 to £23,960).
Pension Scheme	Local Government Pension Scheme
Contractual Terms	NJC Terms and Conditions for Support Staff in Sixth Form Colleges
Application Deadline	Midday on 11th August 2026
Interviews	Are expected to be held on 25th August 2026

How to Apply:

Download the application form and complete it electronically (please note we are unable to accept CVs).

Email your application to **hr@priestley.ac.uk** or, if you are unable to complete it electronically, hand it in at our reception or post to: **HR Department, Priestley College, Loushers Lane, Warrington, WA4 6RD.**

Incomplete applications will not be accepted.

It is important you complete all relevant sections of the form accurately. Providing false information is an offence and could result in your application being rejected or, if you are selected, to summary dismissal with the potential for prosecution.

If you require assistance completing your application, or require information in a different format, please email **hr@priestley.ac.uk**

JOB DESCRIPTION



Job Title: Progress Tutor

Responsible to: Lead Progress Tutor

Job Description and Purpose:

At Priestley College the individual student is central to all our endeavours. The Progress Tutor has a specific role in pastoral support and will act as coach to provide students with individualised support and challenges which will stretch their potential to the full. The role of the Progress Tutor is to challenge students on their progress, attendance and work rate, balanced with providing clear advice and support to ensure students get the best from their time at college. This will also include directing students to the most appropriate sources of help and guidance.

Job Duties and Responsibilities:

Being able to motivate and energise young people, deliver the tutorial programme, agree motivational targets and produce student progress reviews, you will also be responsible for initiating, monitoring and overseeing the timely completion of students' university and other progression applications. In this role you will also be specifically responsible for writing university references for all the students under your supervision. Working within the existing Progress Tutor team and with the support and guidance of Lead Progress Tutors and Pastoral Heads and the wider Operations Team, you will provide support, guidance and encouragement to students in your care.

The Progress Tutor has a specific role within the existing tutorial team for the pastoral support of our students. With the guidance of the Lead Progress Tutors, Progress Tutors will run tutorials as well as provide individualised support, encouragement and challenge so that our students maximise their potential at Priestley.

Pre-enrolment and enrolment

- Carry out tasks as allocated during the start of each academic year, including the enrolment of new students in August /completion of internal progression of existing students onto full programmes of study.
- Contribute towards the planning and delivery of the college Induction programme.
- Establish a tutor group identity and a rapport with their individual students.
- Take students through key policies e.g. Anti-bullying and Harassment Policy, E-safety Policy etc

Personal Development Programme (PDP)

- Deliver the PD programme to ensure that the themes of the programme are effectively addressed.
- Take a full part in the sharing of ideas and good practice within the Progress/Lead Progress Tutor team.
- Support students in their career and progression planning and to advise on how to access guidance on making informed choices.



Job Duties and Responsibilities:

- Support students in the applications process by mentoring application quality and Personal Statement writing.
- Be available for post exam counselling as required.
- Attend team meetings and 1:1 meetings as agreed with their Pastoral Head.
- Obtain student views of the PD programme in line with the quality systems in College e.g. student voice focus groups, QPD surveys etc
- Cover for other Progress Tutors if required.
- To attend and support at college admissions processes (by arrangement), including open evenings and interview evenings.

Individual student progress reviews and action planning

- Monitor and support the progress of all tutees based on performance monitoring data providing every tutee with supportive and focused 1:1 interviews.
- Manage and prioritise 1:1 interviews as required, meeting at least one per student each half term.
- Develop an effective and supportive partnership with parents/carers by regular and appropriate contact and meetings with parents/carers.
- Monitor the attendance of students in line with college targets, setting improvement targets for students where necessary through following the College's Support & Disciplinary procedures, systems and processes.
- Monitor and support student achievement within the enrichment programme, Performance Monitoring process.
- Deal promptly and appropriately with curriculum/pastoral/wellbeing and safeguarding concerns and referrals in relation to individual student progress.
- Document all meetings on Rems Portal and CPOMS.
- Monitor student action plans drawn up during the Support & Disciplinary/safeguarding/wellbeing and Performance Monitoring review interventions
- Refer students to other agencies where necessary, in consultation with Pastoral Heads/ Safeguarding Operational Manager e.g. Early Help etc.
- Deal promptly with complaints raised by students and, where necessary, refer them to the next stage.
- Communicate effectively with students and their parents or carers where relevant
- Support and guide students through the progression process as appropriate, including UCAS/apprenticeship/job applications, and overseeing student references.
- Liaise regularly with their Pastoral Heads and report any emerging issues, including engagement in attendance and behaviour vulnerable risk weekly meetings.
- Ensure that the student 1:1 entitlement of significant interviews is achieved.

Monitoring and evaluation

- Contribute to the quality assurance and self-assessment procedures within the Pastoral team.
- Produce summaries and references to an agreed quality standard and to the deadlines set within college.
- To commit to college quality systems and regular reviews of performance.
- Be pro-active in the use of our tracking tool, REMs Portal, to monitor attendance and behaviour, utilising reports to improve student performance and engagement.
- Closely monitor the performance of students on contract and identified specific student cohorts.

JOB DESCRIPTION



- Respond in a timely way to requests from college for information: e.g. learner agreements, timetable, surveys checks etc.

Record Keeping

- Ensure all relevant records are maintained e.g. 1:1 interviews, progression plans, course changes, referrals, attendance and tracking data, safeguarding records and Unifrog student profiles.

Support for Students – Background Information

Structure of the Student Services Department

Progress Tutor: Each Progress Tutor will have approximately 9 PDP groups with approximately 25 students per group. Tutor groups will consist of discrete groups of AS, A2 or BTEC Level 2, T-Level and/or Level 3 students.

Pastoral Heads: Pastoral Heads (head of year)-responsible for attendance and behaviour and will line manage the Progress Tutors. The PH Team are divided into two year 1 and two year 2 teams and will line manage the related year 1 and 2 Progress Tutor Team will be responsible for managing, supporting and monitoring the work of the Progress Tutors and is line managed by the Assistant Principal Student Support Services.

PERSON SPECIFICATION

Progress Tutor



Key: A = Application, I = Interview, R = References, C = Certificates

	Essential	Desirable	Identified by
Relevant Experience:			
1. Knowledge of progression routes for students: BTEC, GCSE, AS/A Level, T-Levels		✓	A
2. Effective liaison with external agencies		✓	A, I
3. Knowledge of post-16 education and options at 18		✓	A, I
4. Minimum of 12 months' guidance/ young person related work		✓	A
5. Awareness of key Safeguarding issues relating to young people	✓		A, I
Education and Training:			
6. Educated to degree level	✓		A, C
7. First Aid Qualification (or willingness to be a First Aider/undertake appropriate training)		✓	A, C
Knowledge, Abilities and personal skills:			
8. Ability to communicate clearly and effectively	✓		A, I
9. Ability to be flexible and show initiative	✓		A, I
10. Good interpersonal, organisational and administrative skills	✓		A, I
11. Good record of attendance/punctuality (within the confines of the DDA)	✓		A, I
12. Commitment to equal opportunities and the principles of Equality and Diversity	✓		A, I,
13. Strong support for the College ethos	✓		A, I
14. Ability to work to defined deadlines	✓		A, I
15. Ability to motivate groups of young people	✓		A
16. Ability to work under pressure and maintain a sense of humour and perspective	✓		A, I,
Safeguarding:			
17. Suitable to work with children and young adults and/or vulnerable adults	✓		DBS Certificate
18. Willingness to apply for an Enhanced Disclosure and Barring Service check or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service.	✓		

ADDITIONAL INFORMATION



Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All policies regarding safeguarding can be found on our website www.priestley.ac.uk

Priestley College uses the Disclosure and Barring Service to assess all applicants and complies fully with the DBS Code of Practice. For more details go to www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service. We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the Child Workforce (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their original certificate, and their registration number. All information will be treated in the strictest confidence and will not necessarily disqualify a candidate from consideration of appointment.

Equality and Diversity

As an equal opportunities employer we aim to promote and maintain equality of opportunity. We monitor the diversity of applicants and would therefore ask you to support us in completing and returning our Equal Opportunities Monitoring Form. Information will be treated in confidence and will only be used to assist our monitoring process.

Invitation to Interview

Applicants who are shortlisted will be emailed by the HR Department. If you have not been contacted you should assume that unfortunately you have not been shortlisted. Applicants who require any special arrangements or adjustments should contact HR. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support the candidate.

Evidence of Identity

At interview, applicants will be required to produce the following:

Evidence of identity

Current, valid passport
and / or

Current, valid driving licence
and / or

birth certificate (issued at time of birth, full or short form)

Confirmation of address

Bank / building society statement
or a utility bill

(mobile phone bill is not acceptable)

Qualifications relevant to the post (if not provided at interview must be provided prior to taking up an appointment. Failure to do so may result in a job offer being withdrawn).

References (Safeguarding Requirement)

If you are invited to attend an interview, the College will approach your referees prior to interview where possible. One of your nominated referees must be of a professional nature eg. current employer. Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people, but have been employed in such a capacity previously, we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment will be subject to mandatory pre-employment checks including all those outlined above as well as proof of health and physical capacity to undertake the role ie. an occupational role (ie. an occupational health check).

ABOUT PRIESTLEY



Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.



OUR CAMPUS



Priestley has a welcoming campus similar to one you would find at a university.

- C** CRESCENT BUILDING / MAIN RECEPTION
- P** PRIESTLEY ENTRANCE
- CT** COSTELLO THEATRE
- LRC** LEARNING RESOURCE CENTRE
- LC** LEWIS CARROLL BUILDING
- S** SPORTS CENTRE / ALL WEATHER PITCH
- D** DESIGN CENTRE
- A** ARTS CENTRE
- PA** PERFORMING ARTS
- VB** VIOLA BEACH CAFE



CAMPUS FACILITIES

Crescent Building

The Crescent Building is home to a wide range of subjects, everything from Health and Education to History and Public Services. It is also where you will find the Crescent Café and a Starbucks with space to relax outside.

Learning Resource Centre

The LRC has recently been refurbished to create some definitive spaces in which to learn including Wellbeing and Careers Hub.

Viola Beach Café & Crescent Café

Visit the Viola Beach Café where there is space to relax and where we hold regular open mic sessions. Upstairs is The Mez where we serve Change Please Coffee as well as seating for groups.

The Crescent Café provides freshly-prepared food including a salad bar, sandwiches, wraps, soups and other hot meals including breakfast. Cashless Catering allows students to pay for meals using their ID card. Your account can be topped up online or at one of the top-up machines in college.

Outdoor Spaces

There are several spaces around the campus where you can relax outside. There is some undercover seating linked to the Crescent Café, a mini outdoor theatre surrounded by greenery that is very relaxing as well as a large space in the centre of campus with benches and tables.



OUR STAFF



ADAM BIRD

'My role allows me to work with people across the college and what always impresses me at Priestley is how everyone pulls together for the good of the students and the college as a whole. It is an inspirational place to work.'

Head of Marketing & Communications

LIBBY HOLT

'Priestley has a real sense of community and shared purpose. The focus is on how we work together, support each other and use our expertise to provide the best experience and opportunities for our students. There is a clear and thoughtful balance between academic rigour and pastoral support that enables students to achieve their potential both here and beyond.'

Head of Faculty Humanities & Social Science

JOSH CAMPFER

'Priestley puts the students first, we try to make sure that we push them to achieve and realise what they are capable of, while making sure they are fully supported.'

Teacher of Computer Games

RACHEL EDGINGTON

'Our college offers a unique blend of compassionate rigor, where you'll be challenged by your expert teachers to reach your full potential within a supportive environment. Being part of their journey as they discover their potential and push their boundaries is why I'm passionate about teaching dance at this level.'

Head of Priestley School of Performance

OUR STAFF BENEFITS



There are many additional benefits to working at Priestley College. Below is a summary of some key perks.



Health Assured

Access to comprehensive telephone helplines that are available all day, every day offering practical and emotional support including help with bereavement, trauma, relationship issues, stress and family matters. There are many other benefits to this service, which all staff are made aware of when joining Priestley.



Continuous Professional Development Programme

Priestley College runs a number of Continuous Professional Development Days throughout the year and is open to suggestions as to what you would like to learn on these days. Staff can also be supported in additional development outside of these days.



Free eye tests

Staff can apply to be reimbursed for the cost of an eye test where a significant part of their normal work is spent on a visual display unit (VDU) or display screen equipment (DSE).



Staff wellbeing activities

There are several wellbeing activities that take place throughout the year as well as fun charity days and social gatherings that bring all staff who want to join in together.



Free parking and cycle storage

Free parking is available at Priestley College and there is a secure cycle storage area on the campus.



Cafes and kitchen

Staff have two cafes from which to choose, but both sell tasty coffee supplied by Change Please. This amazing social enterprise donates its profits to helping the homeless so every time you buy a drink you are making a difference!

TCAT STAFF BENEFITS



As a part of The Challenge Academy Trust, staff at Priestley are also eligible for the following benefits. Scan the QR code to find out more about TCAT's approach to workload, wellbeing and staff benefits.



Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



Hub Support Mode

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



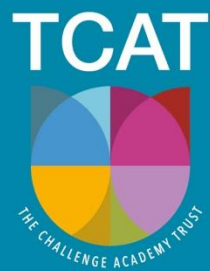
Entitlement to occupational sick pay

Up to six months full pay and six months half pay in the event of being unable to work.



Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.



PRIESTLEY
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WARRINGTON

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