

March 2025

Dear Applicant,

Thank you for your interest in the post of **Senior Tutor**.

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Teacher pay scale
- Term dates

The application pack is available to download from the vacancies section of the College website https://www.godalming.ac.uk/Working_For_Us.html and as a hard copy from the HR Department – hr@godalming.ac.uk

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

Completing and returning your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to hr@godalming.ac.uk

The final closing date for receipt of applications is **Wednesday 2nd April 2025 at 9am.**

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **Friday 4th April 2025**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews on 24th April 2025 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



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Principal

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Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".

"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they remain of the highest quality for our students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision. We are currently in the process of expanding our social space for students with an extension to the Student Hub due to be opened this April.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies. In 2025, the Autumn Term will begin on 26th August for all staff.

Full-time teaching staff have a time-tabled teaching commitment of 23.5 hours plus almost 9 hours directed time per week. Part-time staff will normally be appointed for a pre-determined number of time-tabled hours with an additional proportionate directed time element. In addition, a teacher will be expected to work such additional hours as may be needed to discharge their duties effectively including, in particular, the marking of student work, the writing of reports on students, preparation of lessons, teaching material etc.

Teaching salaries are paid according to the Sixth Form College Teachers' pay spine and the Godalming College Single Leadership spine, depending on previous teaching experience. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

Senior Tutor (Full Time)

The College is eager to appoint a suitably qualified and innovative Senior Tutor on a permanent, full-time basis from the start of the academic year 2025 / 26. The Senior Tutor will lead and manage a team of personal tutors in the College to ensure that students are given the best possible support and guidance to enable them to maximise their potential as well as be a key member of the Safeguarding Team as a DDSL (Deputy Designated Safeguarding Lead). Applicants should be a qualified teacher with experience of post 16 education and be able to demonstrate strong leadership and communication skills to effectively guide and support students to address diverse student needs and academic challenges.

THE STUDENT GUIDANCE TEAM

The Student Guidance Team oversees the pastoral support of students on an individual basis in terms of their learning and academic progress. This is done in an inclusive way with support and respect for all. Our focus is on supporting students develop self-help strategies to manage their development from school, through sixth form study and then beyond onto their next steps, whether that be University, Apprenticeship, Employment or another form of training. The team is made up of: Assistant Principal – Safeguarding and Support, Director of Safeguarding and Intervention, Senior Tutors, Support Officers, Health and Wellbeing Manager, Student Wellbeing Practitioner, Student Services Administrators, Student Reception, Learning Support team and EDI Officer.

The College recognises that mental health and wellbeing are of paramount importance. We provide a supportive, inclusive environment and we are proactive in our approach. We adopt a whole college approach to mental health and all staff have responsibility to support students with their mental health. Alongside this holistic approach, students have access to the support of our **Health and Wellbeing Manager** and **Student Wellbeing Practitioner**.

Each student has a **Personal Tutor** whose priority is to ensure that students settle into College. They support academic progress and wellbeing. The Personal Tutor is the first port of call if students have concerns and encourage students to take responsibility for their learning. Personal Tutors also guide students through options after College and help make those big decisions about their future. The Support Officer will be required to support two Personal Tutor groups initially (2 hours per week), increasing to four Personal Tutor groups (4 hours per week) for 2025/26.

Our highly experienced **Senior Tutor** team are also trained safeguarding leads who work with students on their academic progress, wellbeing, and complex issues. The Senior Tutors work closely with our **Support Officers** who know that welfare is key to academic progress and are committed to working with students to help them reach their potential. Senior Tutors and Support Officers have an open-door policy, students can either drop in or book an appointment with them via Student Services. They, alongside Personal Tutors, offer safe and non-judgemental advice and help signpost students to external forms of support where necessary.

Learning Support is available to every student, enabling learning and successful completion of courses. Students take part in an initial screening process and will complete a Learning Support questionnaire. This is to help us identify students who might benefit from extra support. Our highly experienced team work with students who have a wide range of needs, some of whom have Educational Health Care Plans (EHCPs).

Our **Careers and Progression Team** assists students in planning for their future. It is a well-resourced department where students can access a wide range of online information and guidance materials through SharePoint, Microsoft Teams and our online progression platform, Unifrog.

SENIOR TUTOR - JOB DESCRIPTION

Post Title: Senior Tutor

Responsible to: Director of Safeguarding and Intervention

Main Purpose of the Job

To lead and manage a team of personal tutors in the College to ensure that students are given the best possible support and guidance to enable them to maximise their potential.

Responsibilities

Student Support and Intervention

- To lead and manage a team of personal tutors to ensure consistently high levels of support for all students
- To have overall responsibility for the guidance and discipline of students who fail to fulfil their Student Contracts and who have not responded to the prompting and guidance of either the subject teacher/Head of Department or their personal tutor
- To work with Support Officers and Personal Tutors in helping students 'to get back on track' and in this respect: to communicate with parents, to agree and review action plans with students, to liaise with relevant members of staff, to issue letters of formal warning and to refer students to senior staff in accordance with the Behaviour and Support Procedures
- To work with Support Officer and Personal Tutors in helping students who are having significant personal and emotional difficulties and ensure that such individuals are provided with the specialist support they need
- To escalate students to Misconduct 2 for students who have not met targets agreed by Support Officers at Misconduct 1.
- To issue the first stage of Sustainable Study to students who are in need of intervention and have significant mental or physical health barriers.
- To oversee, monitor and support students who have been designated as Tier 1 Safeguarding, also providing support, to the Director of Safeguarding and Intervention/Assistant Principal, for any students designated as Tier 2 or Tier 3 Safeguarding as appropriate

Safeguarding

- To be a Deputy Designated Safeguarding Lead and a member of the College Safeguarding Team
- To refer students and foster positive relationships with external authorities including Surrey Children Services, Surrey Adult Services, Police, Ofsted, CAMHS and neighbouring county safeguarding partnerships
- To attend Children in Need and Team Around the Family conferences, ensuring that outcomes are communicated effectively to relevant teaching teams
- To be a designated teacher for Looked After Children and ensure PEPs have been completed

Leadership and Management

- To Line Manage a Support Officer and work in collaboration to support students within a designated orbit of students.
- To co-ordinate and manage a team of tutor groups and to lead the team of tutors to ensure a consistently high level of student support
- To regularly hold tutor team meetings to consider matters of policy and procedure in relation to tutoring and the tutorial and Shaping Futures programme

- To lead the induction of new tutors and to recommend and promote staff development in tutorial and student support matters
- To assist in the management and development of the Behaviour and Support Procedures - and to ensure that these systems are properly understood and implemented across the College
- To process course changes in consultation with students and staff
- To regularly review the Student Review data, attendance data and retention data to ensure appropriate interventions are actioned as required
- To assist the Director for Transition and Progression in the development of the shaping futures tutorial programme where appropriate
- To contribute to events and meetings associated with student support

Quality Assurance

- To be responsible for the quality assurance of all elements of tutor activity, including carrying out learning walks of tutorial provision, reviewing tutor interventions and communications
- To ensure the quality of references, including UCAS, produced by the tutor orbit
- To contribute to the Student Support SAR
- To be a member of the interviewing team both at admissions and enrolment and oversee the induction of students

Other Responsibilities

- To fulfil responsibilities as a teaching member of the subject as detailed in the job description for a teacher/tutor for up to 10.5 hours per week
- To participate in the College Professional Review Scheme and Training programmes
- To demonstrate an awareness and commitment to Equality, Diversity and Inclusion, Health and Safety and Safeguarding in accordance with College Policies
- To adhere to the College Data Protection Policy
- To carry out other reasonable requests as required by the Principal

PERSON SPECIFICATION FOR POST OF SENIOR TUTOR

The successful candidate will have the following essential experiences, skills and values:

Experience and Qualifications

- A strong interest in student support
- A successful teacher of the post-16 age group
- Evidence of up-to-date CPD

Personal Skills and Qualities

- Enthusiasm, energy and flexibility
- Well-organised, being able to prioritise
- Ability to develop creative solutions to problems
- Strong communicator both verbally and in writing
- Ability to analyse, interpret and make effective use of student data to inform actions
- Committed to high standards with a strong attention to detail
- Sense of humour
- Positivity and a willingness to learn

Values

- Belief in a collective, democratic and consultative management style
- A firm belief in a pastoral support system and timely interventions to ensure success and progression for students
- Strong commitment to continuous improvement
- A positive yet honest approach to dealing with others, including parents/carers, staff and students, which strikes the correct balance between motivational and disciplinary strategies
- Commitment to equality, diversity and inclusion, in all its manifestations, and the establishment of fair and equitable working practices

The following would also be desirable:

- DSL training and/or other safeguarding related training
- Had experience of managing in a student support related role
- Taken part in an aspiring pastoral leaders or other related course
- Involvement in working in cross college groups with a student support f

Terms & Conditions

- Godalming Single Leadership Spine: L10-12
- Remission for the role: 13 hours
- 39 weeks plus 3 days in late August – you will be expected to work an additional 3 days above the standard teaching contract. These additional 3 days are there to ensure that Senior Tutors provide a post GCSE results service for students who haven't met the GCSE entry requirements to come to College.
- *The post holder will be employed in full-time service - only and exclusively in the capacity of Senior Tutor*

Staff Benefits:

Health & Wellbeing



College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

Financial



Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.*



Car parking

There is free on site parking for staff.



Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

* www.teacherspensions.co.uk & www.lgpsmember.org

Godalming College Teacher Pay Spines
1st September 2024

Plus Fringe Allowance on all points £1,289

a) SFCA National Spine (NSP)

NSP1	£32,178
NSP2	£33,415
NSP3	£35,306
NSP4	£37,476
NSP5	£39,590
NSP6	£42,226
NSP7	£43,941
NSP8	£46,860
NSP9	£49,725

b) Godalming College Single Leadership Spine

A	L1	£50,140
	L2	£50,990
	L3	£51,856
B	L4	£52,738
	L5	£53,635
	L6	£54,548
C	L7	£55,474
	L8	£56,417
	L9	£57,377
D	L10	£58,352
	L11	£59,345
	L12	£60,354
E	L13	£61,378
	L14	£62,422
	L15	£63,485
	L16	£64,563
	L17	£65,661
	L18	£66,775
	L19	£67,911
	L20	£69,065
	L21	£70,240

c) Godalming Responsibility Allowances

R1	£659
R2	£1,511
R3	£2,379
R4	£3,260
R5	£4,158
R6	£5,069

Last updated 05/02/2025

Implemented in March 2025 Payroll & Backdated to 1/9/24

Term Dates 2025-26

Autumn Term	2025	Half Term	Bank/Public Holidays
Start Date	Tuesday 26 th August	Wednesday 22 nd October to Friday 31 st October	Monday 25 th August
End Date	Friday 19 th December		Thursday 25 th December Friday 26 th December

Spring Term	2026	Half Term	Bank/Public Holidays
Start Date	Monday 5 th January	Monday 16 th to Friday 20 th February	Thursday 1 st January
End Date	Friday 27 th March		Friday 3 rd April Monday 6 th April

Summer Term	2026	Half Term	Bank/Public Holidays
Start Date	Monday 13 th April	Monday 25 th May to Friday 29 th May	Monday 4 th May Monday 25 th May
End Date	Friday 10 th July		

2025/26 - Godalming College

Autumn Term	Tuesday 26 th August	-	Friday 19 th December	76 days
Spring Term	Monday 5 th January	-	Friday 27 th March	55 days
Summer Term	Monday 13 th April	-	Friday 10 th July	59 days
				190 days