	Role Profile
Job Title	Progression Tutor
Salary range	Point 37 - 57
Contract	Permanent
Main location	Nottingham Campus - Woodborough Road
Hours and basis	37.5 hours
Reports to	Assistant Principal
Date of issue	March 2025

Why Portland College needs this role


Our specialist provision supports learners aged 16-25 with complex behavioural needs. We provide a nurturing, flexible, and individualised learning environment that integrates therapeutic approaches to help learners reach their full potential. The Progression Tutor plays a vital role in ensuring that each learner's journey is holistic, person-centred, and focused on their emotional, social, and educational development.

What you will be doing

- Leading personalised study programmes for a caseload of learners, ensuring their journey is tailored to their unique needs and EHC plan outcomes.
- Ensure best practice approaches to learners transitioning into and out of the provision, completion of Person-Centred Reviews and independence related workshops and guidance and parent/carer
- Working collaboratively with a multi-disciplinary team, including therapists (PBS, SLT, OT, PT), and learning mentors, to ensure wraparound support for each learner.
- Liaising with families, caregivers, and professionals to maintain a consistent and cohesive support network
- Guiding and supporting subject tutors to embed nurturing, inclusive, and therapeutic teaching practices, ensuring that learners are emotionally supported while developing key life skills.
- Delivering individual and group tutorials, focusing on emotional resilience, self-regulation, and advocacy, while providing intervention where learners are struggling to progress.

Key results we want to see from this role

- Learners making meaningful progress in emotional well-being, independence, and personal development as well as academic and vocational skills.
- High levels of learner engagement and attendance, including participation in therapeutic interventions, enrichment activities, and community experiences.
- Strong relationships with families, external professionals, and staff
- Providing a supportive environment where learners feel safe, valued, and empowered to work towards their aspirations.
- Effective and accurate tracking of learner progress.

	<h2 style="text-align: center;">Role Profile</h2>
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Dimensions of the role	
<ul style="list-style-type: none"> • Authority to liaise with learners, families, staff, and external agencies on all aspects of a learner's journey and progress. • Close collaboration with therapeutic teams to ensure that the provision remains responsive to learners' sensory, emotional, and behavioural needs. 	
Key work relationships	
<ul style="list-style-type: none"> • Assistant Principal • Progression Tutors • Curriculum Managers • Therapy Teams/PBS team • Learning Mentors 	
Working Environment and working patterns	
<ul style="list-style-type: none"> • Working relevant hours to support business needs and generally Monday – Friday 08.45 – 16:45 with a 30-minute break • The role will be based on the Nottingham Hub but you are likely required to support the learner(s) off site and at other Portland provisions 	
Other information	
<p>Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.</p>	
Other Duties & Responsibilities	
<ul style="list-style-type: none"> • Contributing to staff training and induction, ensuring all team members are equipped to support learners effectively. • Supporting assessment processes, ensuring accessibility for learners with complex needs. • Engaging in ongoing CPD and reflective practice to maintain high standards in therapeutic education and person-centred learning. • Such other duties as the management may from time to time reasonably require. 	
<p>The above role profile is not all encompassing and is subject to regular review.</p>	
Signature of post holder	Date