
	Role Profile
Job Title	Progression Tutor
Salary range	37 - 57
Contract	Permanent
Main location	Portland College
Hours and basis	37.5 hours
Reports to	Education Team Manager
Date of issue	April 2026

Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. The College has a successful Education department (OfSTED Outstanding). The College recognises the importance of pastoral care in supporting learners in a holistic manner to reach their potential as well as offering appropriate stretch and challenge and a clear line of communication for all involved in a learner's programme. The College is working to provide excellence in provision and the role of the Progression Tutor is critical to achieving this goal.

What you will be doing

- Lead individual study programmes for a caseload of learners, including timely and accurate monitoring of learner progress to provide a one stop shop cohesive approach that incorporates all elements of the learner using agreed methods and formats as stated in the Learning and Teaching Manual.
- Work with the IAG and Transitions team to ensure best practice approaches to learners entering and exiting the provision, completion of PCRs, employment and independence related workshops and guidance, parent/carer and employer involvement activities.
- Work with Multi-disciplinary staff and teams to ensure effective wrap around support and intervention, including IAG, PBS, SLT, AAC, OT, PT and Transitions with specific foci on EHC planned outcomes and learner journeys.
- Liaise with staff, parent/carers, employers and external agencies using a variety of communication mediums to ensure a consistent and cohesive approach to communicating all aspects of a learner's programme and providing accurate and timely details on their progress and next steps using agreed formats.
- Develop, support and inspire good and outstanding delivery from tutors to support the skills required in employment and general life skills from Pre-entry to Level 3 and challenge less than good delivery using College frameworks.
- Guide the choice of appropriate qualifications/RARPA targets in Education from Entry 1 to Level 3 appropriate for EHC planned outcomes and starting points with support from the Quality and Exams Assistant to ensure learners achieve their planned destinations and aspirations.
- Deliver tutorials at individual and group level, to ensure appropriate support is given to your caseload of learners, including advocacy, building resilience, intervention for less than expected progress and providing appropriate stretch and challenge.

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<ul style="list-style-type: none"> • Collate evidence, with the support of the Quality and Data Team for self-assessment and Programme Review and Evaluation for all learners in your caseload 	
Key results we want to see from this role	
<ul style="list-style-type: none"> • Learners achieve their planned outcomes, goals and aspirations and make better progress than their peers against national statistics, including employment and independence related goals • Learner attendance at all aspects of their study programme, including work experience and enrichment is at or above the 93% target • Positive relationships built with all relevant others • 85% or higher achievement rate against English and maths targets and objectives. • 85% or higher achievement rate for all accredited and non-accredited learning • Timely and accurate monitoring of learner progress using college documentation that is written to an expected professional standard 	
Dimensions of the role	
<ul style="list-style-type: none"> • Authority to deal for the College with all learner related communications on aspects of the learner journey and progress with the support of IAG, Transitions and Education Team Managers. 	
Key work relationships	
<ul style="list-style-type: none"> • QDT, Education Team Managers, PBS and Therapy Managers, IAG and Transition Team • Parent/carers and other external agencies and employers • Delivery and support staff 	
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"> • To provide staff and student training as required • Invigilation of exams when required • To provide departmental induction for new staff around tutorials and study programme processes • 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