



### Job Description

<b>JOB TITLE:</b>	<b>Pastoral Support Tutor</b>
<b>SALARY:</b>	<b>Scale H £24,243.48 - £26,690.29 (£26,336 - £28,994 FTE)</b>
<b>HOURS:</b>	<b>37 hours per week Term Time Only (41 weeks)</b>
<b>REPORTS TO:</b>	<b>Head of Tutoring</b>
<b>CAMPUS:</b>	<b>Windsor College</b>
<b>JOB PURPOSE:</b>	<p>To deliver the Core Studies Curriculum</p> <p>To support the wider Student Services Team and to lead on a range of group pastoral and personal development activities relevant to the needs of the learners assigned to you.</p> <p>To provide effective one-to-one tutoring and coaching to support pastoral wellbeing, study skills and academic achievement.</p> <p>To work with colleagues including teachers and other managers to deliver the best possible college experience and outcome for every student.</p>

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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#### **The main duties and responsibilities of the post include the following:-**

1. To manage a cohort of up to 10 tutorial groups, delivering the Core Studies curriculum in conjunction with the wider Tutorial Team.
2. To work with the wider Student Services team on the delivery of whole college and group pastoral and personal development activities that build resilience and help prepare students for their next steps.
3. To meet regularly with all students assigned to you to track and monitor academic performance, personal conduct and to support with pastoral needs.
4. To act as a holistic point of contact for students to provide advice about welfare and other support to which students may be entitled.
5. Liaise on a daily basis with teachers, Curriculum Managers and other relevant staff to manage issues relating to retention, achievement, attendance and behaviour of students in your tutor groups.
6. Participate in the review and implementation of agreed processes for identifying, appropriately supporting and monitoring the progress of students who are At Risk of non-achievement.
7. Contribute to students' Individual Learning Plans (ILP), demonstrating an understanding of individuals' strengths and areas for development. Agree targets and milestones with students, subject teachers, and parents if appropriate and contribute to their review and updating throughout the year.



8. Contribute to the operation of the student management system, attending academic support and disciplinary meetings as appropriate.
9. Liaise with parents and carers regularly in relation to pastoral issues.
10. To act as a triage for wellbeing issues and to escalate to the safeguarding team for further support as appropriate.
11. Assist in the development and implementation of college wide activities that support the personal development of students.
12. To support in the development of the Core Studies curriculum and associate resources to ensure a positive learning experience for students.
13. Support and contribute to learner voice activities such as the election of tutor group reps and Student Union Executive as required. Support the completion of any cross College review and evaluation processes such as learner surveys and departmental self-assessment.
14. Attend and contribute to College events such as Open Evenings, Parents' Evenings, Enrolment events and evenings for prospective parents/carers.
15. Actively promote the College's policies on equality and diversity, health and safety, data protection/privacy, child protection and safeguarding.

#### **NOTE**

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy



## PERSON SPECIFICATION

### Pastoral Support Tutor

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Educated to a minimum Level 2 (GCSE A*-C) qualification in English and Maths or equivalent. <b>(please state this in your application)</b>	✓		AF
Educated to degree level or equivalent.	✓		AF
A recognised qualification or substantial, evidenced experience in teaching, coaching, youth work, counselling or social care		✓	AF
<b>EXPERIENCE</b>			
Knowledge and evidence of ongoing curriculum development and managing the learning process		✓	AF / IV
Demonstrable successful experience of supporting the personal and social development of individuals, including through the delivery of group and one-to-one support sessions.	✓		AF / IV
Proven successful experience of identifying and supporting individuals to achieve their potential.	✓		AF / IV
Experience of working in a post 16 educational environment		✓	IV
Experience of developing the employability skills and attitudes of students to ensure they can successfully progress within and after college, including into work or higher education.		✓	IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Demonstrable oral and written communication skills.	✓	✓	AF/IV
Proven ability to use administrative systems and good organisational ability.	✓		IV
Demonstrable teamwork skills, including the ability to team teach and to work as part of a large team	✓		IV
Proven ability to adapt to frequent change and work in a fast-paced environment, taking a flexible approach to working practices	✓		IV
Robust skills in managing difficult people and situations, including young people with challenging behaviour	✓		IV
Strong IT skills, including use of Microsoft and web-based software packages.	✓		IV

#### KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.



All of the elements marked AF/IV will also be assessed at interview.  
All or some of the elements may be assessed by the Test/Presentation