JOB DESCRIPTION

JOB TITLE:	Pastoral Support Tutor
	Permanent
CAMPUS:	Berkshire College of Agriculture
DEPARTMENT:	Business
JOB PURPOSE:	To provide up-to-date accurate general information, advice, guidance and support to students, parents and other College staff about academic performance, financial welfare matters and procedures. Lead group pastoral and personal development activities relevant to the needs of the learners assigned to you. To provide effective one-to-one tutoring and coaching to support pastoral wellbeing, study skills and academic achievement. To work with colleagues including teachers and other managers to deliver the best possible college experience and outcome for every student. To work in partnerships with the safeguarding leads to assist with PEP/EHCP meetings

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

The main duties and responsibilities of the post include the following:

1. To support with the department's cohort, providing group sessions, assignment support and individual tutorials where required. Provide input, as necessary on a one-to-one or group session basis, to support students' needs.
2. Lead group pastoral and personal development activities relevant to the needs of the students assigned to you.
3. To meet regularly with all students assigned to you to review academic performance, personal conduct and to support with welfare/financial matters.
4. Provide a point of contact for students to provide advice about welfare and other support to which students may be entitled.
5. Liaise daily 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 review and implementation of agreed processes for identifying, appropriately supporting, and monitoring the progress of students who are At Risk of non-achievement or withdrawal.

7. Produce and provide accurate and timely data, including registers, student feedback and analysis of students at risk and progress reports.
8. 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.
9. Contribute to the operation of the student management system, attending academic support, and disciplinary meetings, as appropriate.
10. Liaise with parents and carers regularly and effectively in relation to pastoral issues.
11. Assist in the development and implementation of college wide activities, college wide informational materials and arrangements for enrolling students onto enrichment activities.
12. Work with the Safeguarding and Learning Support teams to provide appropriate extra support to students who are particularly vulnerable, such as Children in Care, those on Child Protection Plans and those who have an Education, Health and Care Plan. Contribute to reports and multiagency meetings related to these students when required.
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. Train and act as a safeguarding officer, if required.
16. Actively promote the College's policies on equality and diversity, health and safety, data protection/privacy, child protection and safeguarding.

Any other duties commensurate with the grading of this post as may be required from time to time.

NOTE

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.

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.

April 2026

PERSON SPECIFICATION

Pastoral Support Tutor

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A recognised qualification or substantial, evidenced experience in teaching, coaching, youth work, counselling or social care		X	AF
A Level 3 qualification	X		AF
Educated to a minimum Level 2 (e.g. GCSE A*-C/4- 9) qualification in English and Mathematics	X		AF
EXPERIENCE			
Knowledge and evidence of ongoing curriculum development and managing the learning process		X	AF / IV
Demonstrable successful experience in supporting students to high achievement	X		AF / IV
Demonstrable successful experience of supporting the personal and social development of students, including through the delivery of group and one-to-one support sessions	X		AF / IV
Proven successful experience of identifying and supporting students or young people with barriers to learning.		X	AF / IV
Experience of working in a post 16 educational environment		X	IV
Robust understanding CPOMS and safeguarding procedures.		X	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.		X	IV
SKILLS / KNOWLEDGE / ABILITIES			
Ability to use ILT in a teaching situation		X	IV
Demonstrable oral and written communication skills.	X		AF / IV
Proven ability to use administrative systems and good organisational ability.	X		IV
Demonstrable team work skills, including the ability to team teach and to work as part of a large team	X		IV
Proven ability to adapt to frequent change and work in a fast-paced environment, taking a flexible approach to working practices	X		IV
Robust skills in managing difficult people and situations, including young people with challenging behaviour	X		IV

Strong IT skills, including use of MS PowerPoint, SMART Boards, databases, email and internet	X		IV
Ability to mediate and facilitate challenging debate in the classroom, including topics around the Prevent Duty, current affairs and controversial subjects		X	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