

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Pastoral Support Tutor – Adults
<b>HOURS:</b>	37 hours per week - Term Time Only (39 Weeks per year) including evenings as required
<b>SALARY:</b>	£23,056.56 - £25,383.58 (£26,336 - £28,994 FTE)
<b>REPORTING</b>	Assistant Principal
<b>TO: CAMPUS:</b>	Langley
<b>DEPARTMENT:</b>	Adults
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"><li>• To provide up to date, accurate general information, advice, guidance and support to students, and other College staff about academic performance and financial welfare matters and procedures.</li><li>• Lead group pastoral and personal development activities relevant to the needs of the learners assigned to you.</li><li>• To provide effective one-to-one tutoring and coaching to support pastoral wellbeing, study skills and academic achievement.</li><li>• To work with colleagues including teachers and other managers to deliver the best possible college experience and outcome for every student</li></ul>

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. Providing group sessions, assignment support and individual tutorials where required.
2. To meet regularly with students to review academic performance, personal conduct and to support with welfare/financial matters.
3. Liaise with teachers, and other relevant staff to manage issues relating to retention, achievement, attendance and behaviour of students in your tutor groups.
4. 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.
5. 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..
6. Work with the Safeguarding and Learning Support teams to provide appropriate extra support to students who are particularly vulnerable.
7. Attend and contribute to College events such as Open Evenings, Enrolment events and evenings for prospective parents/carers.

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.

This post is not 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

December 2022

## **PERSON SPECIFICATION**

### **Pastoral Support Tutor**

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
A recognised qualification or substantial, evidenced experience in teaching, coaching, youth work, counselling or social care		✓	AF
A Level 3 qualification	✓		AF
Educated to a minimum Level 2 (e.g. GCSE A*-C/4- 9) qualification in English and Mathematics	✓		AF
<b>EXPERIENCE</b>			
Knowledge and evidence of ongoing curriculum development and managing the learning process		✓	AF / IV
Demonstrable successful experience in supporting students to high achievement		✓	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	✓		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 / ABILITIES</b>			
Ability to use ILT in a teaching situation	✓		IV
Demonstrable oral and written communication skills.	✓		AF / IV
Proven ability to use administrative systems and good organisational ability.	✓		IV
Ability to mediate and facilitate challenging debate in the classroom, including topics around the Prevent Duty, current affairs and controversial subjects	✓		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.