

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>   | ESOL Pastoral Tutor                                                                                                                                                                                                                                                                                                                     |
| <b>SALARY:</b>      | Support Staff Scale H                                                                                                                                                                                                                                                                                                                   |
| <b>REPORTS TO:</b>  | Head of Department ESOL                                                                                                                                                                                                                                                                                                                 |
| <b>CAMPUS:</b>      | Langley                                                                                                                                                                                                                                                                                                                                 |
| <b>JOB PURPOSE:</b> | To deliver comprehensive pastoral guidance, group activities, and one to one coaching that support ESOL students with academic performance, study skills and financial welfare. Working alongside teachers, managers, and safeguarding leads, you will ensure a safe, supportive environment that maximizes outcomes for every learner. |

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

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### Main Duties

1. Manage a student cohort through group sessions, assignment help, and individual tutorials tailored to learner needs.
2. Lead group pastoral and personal development activities relevant to your assigned students.
3. Hold regular student reviews on academic progress, personal conduct, welfare, and financial matters.
4. Serve as a main contact point for student advice on welfare, morale, discipline, and entitled support services.
5. Liaise daily with teaching and management staff on attendance, behaviour, retention, and achievement.
6. Identify, support, and monitor students identified as at risk of non-achievement or withdrawal.
7. Maintain accurate registers, student feedback, progress reports, and at-risk student data.
8. Set, review, and update Individual Learning Plan targets with students, teachers, and parents.

9. Use student management systems and attend academic support or disciplinary meetings.
10. Maintain regular, effective contact with parents and carers regarding pastoral matters.
11. Support college wide events, informational resources, and student enrichment enrolment.
12. Partner with Safeguarding and Learning Support teams to assist vulnerable students, promote student welfare, and attend multiagency meetings.
13. Coordinate UCAS and employment references, ensuring application quality and timely submission.
14. Support learner voice initiatives, student elections, surveys, and departmental self-assessments.
15. Represent the department at Open Evenings, Parents Evenings, and Enrolment events.
16. Train and act as a designated safeguarding officer if required.
17. Promote a safe teaching, learning, and working environment free from discrimination, harassment, and bullying where all students and staff feel safe to express their individuality.
18. Keep up to date with relevant industry and academic developments through ongoing continuous professional development.
19. Conduct yourself while undertaking college duties within the parameters of the Group values.
20. Undertake any other duties appropriate to the level of responsibility and grading of this post as required.

***NOTE***

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](#).

## PERSON SPECIFICATION – PASTORAL SUPPORT TUTOR

|                                                                                                                                                                                         | Essential | Desirable | Source of Evidence |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------------------|
| <b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>                                                                                                                                      |           |           |                    |
| Level 2 in English & maths (or equivalent).                                                                                                                                             | X         |           | AF                 |
| A recognised qualification or substantial, evidenced experience in teaching, coaching, youth work, counselling or social care.                                                          | X         |           | AF                 |
| <b>EXPERIENCE</b>                                                                                                                                                                       |           |           |                    |
| 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                 |
| 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                 |
| <b>SKILLS / KNOWLEDGE / ABILITIES</b>                                                                                                                                                   |           |           |                    |
| Demonstrable oral and written communication skills.                                                                                                                                     | X         |           | AF / IV            |
| Proven ability to use administrative systems and good organisational ability.                                                                                                           | X         |           | IV                 |
| Demonstrable teamwork 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                 |

### KEY

- Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview.
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test / Presentation.