

**JOB DESCRIPTION**

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

JOB TITLE: Pastoral Tutor

JOB PURPOSE: To be a tutor to groups of students, support their social and personal development perform the administrative duties required of the role and ensure they have excellent attendance and achievement.

RESPONSIBLE TO: Head of Year

MAJOR TASKS :

1. To introduce new students to the college ensuring they understand their timetable, the obligations and opportunities available to them and settle in as quickly as possible.
2. To allocate courses to students new to the College after giving appropriate advice and guidance ensuring that the agreed programme matches the student’s ability and fits with his/her career aspirations.
3. To discuss any change to a student’s Programme of Study having consulted with teaching staff and ensured that the student is aware of the implications of such a change and then to pass this information on to the relevant Head of Year.
4. To ensure that all students are aware of their rights, responsibilities and methods of communication, and complete other necessary important administration including Learner Agreements, Statements of Examination Entry, Questionnaires.
5. To keep an electronic Student record on the College Gateway of relevant issues, such as those relating to absence in line with the College's Attendance Policy and Procedures.
6. To ensure excellent levels of student attendance through proactive monitoring as well as responding to concerns about student attendance, consulting parents and teaching staff as necessary and following these up, referring matters to the Head of Year or Assistant Principal (Student Support and Progression), if necessary.
7. To review with students on a regular basis their progress in academic work, progression, enrichment and extra-curricular activities and to take steps to ensure high levels of student achievement, including through developing their skills of independent study.
8. To counsel students with problems and difficulties that arise in their programmes of study or in their lives outside College and which have a bearing on their progress and to refer students to appropriate sources of information, guidance and support.
9. To refer to the Protection team serious concerns regarding tutees’ personal safety.
10. To inform subject teachers (and Heads of Year if necessary) where problems exist which have, or may have, an influence on a student's work and to establish appropriate courses of action.
11. To advise about and monitor students' applications to employment, further education or higher education, referring students on to Student Services and outside advisors as necessary.
12. To prepare draft and final references for all students in the tutor group.
13. To provide appropriate learning opportunities in tutorial time on topics identified by those responsible for the tutorial programme or by the tutor him or herself.
14. To inform Student Records staff of any changes in a student's circumstances including home address and parent contact address and telephone number, and to supervise the checking of information held on the College Database.
15. To participate in procedures to develop and improve tutorial policy, and ensure the quality of the programme.
16. To keep abreast of best practice in tutorial policy and undertake training necessary to develop skills and awareness.

**GENERAL RESPONSIBILITIES**

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.

2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.

3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.

4. To comply with all other College policies and procedures.

5. To undertake continuing professional development

6. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

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**PERSON SPECIFICATION**

**JOB TITLE: Pastoral Tutor**

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| **Requirements** | **Essential/Desirable** | **Assessment Methods** |
| **Education and Training** | **Essential**  A level 3 qualification ie 2 or 3 A levels or equivalent | Application  Qualifications |
| **Knowledge/ Experience** | **Essential**  Significant successful experience of delivering advice and guidance in an educational or related environment  **Desirable**  Experience of working successfully with students and a commitment to ensuring they fulfil their potential  Teaching experience  Student guidance experience  Experience of speaking to groups | Application  Interview  References |
| **Skills/**  **Aptitude** | **Essential**  Ability to motivate, engage and connect with young people  Enthusiasm and ability to learn quickly  Ability to work on own initiative and as part of a team and to prioritise  High level of confidentiality and discretion  Ability to communicate effectively at different levels eg with students, parents, subject teachers and external organisations both orally and in writing  Excellent administrative, organisational and record-keeping skills  Ability to work calmly under pressure with changing priorities  Ability for and commitment to the use of ICT as an evolving tool to improve the students’ learning experience | Interview  References  Scenario exercise  Presentation\* |
| **Other factors** | **Essential**  Patience, empathy, affability and positivity ie a ‘can do’ attitude  Reliability, determination and commitment  Resilience, adaptability and confidence  Commitment to equal opportunities, inclusion and safeguarding  Commitment to ongoing personal development and training | Interview  References  Application |

\* Candidates will be asked to contribute to an exercise exploring ways of dealing with various scenarios and to give a short presentation to a small group of students.

When shortlisting the panel will seek evidence of the criteria above. In exceptional circumstances, where there is evidence to demonstrate that the candidate has very strong potential or relevant overall experience, this might compensate for the inability to demonstrate a single essential criterion. In such circumstances the panel has the discretion to shortlist a candidate without re-advertising the post. In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of young people including: motivation to work with them, ability to form and maintain appropriate boundaries, emotional resilience when dealing with issues of student discipline.

If candidates are shortlisted any relevant issues arising from references will be taken up at interview.