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| **Post** | Personal Tutor |
| **Responsible to** | Director of Learning |
| **Purpose** | Providing pastoral support for students |
|  |  |
|  **Version** | June 2025 |

**Key accountabilities and Job Description**

1. Catholic Mission and Ethos
2. Quality of Provision – teaching, learning, planning
3. Internal and external communication
4. Involvement in the wider life of the College, including PMR and Professional Development
5. Other duties

**Key Tasks**

**Catholic Mission and Ethos**

* To work with the students to uphold the Mission of the College by encouraging academic excellence and supporting their personal and spiritual growth
* Support the Catholic ethos of the College by being an example of servant leadership and upholding the teachings of the Church
* To foster and further develop an ethos of learning in line with the agreed Mission of the College

**Quality of Provision**

*Teaching, Learning, Planning, Assessment*

* Delivering the College’s Relationships, Sex and Health Education program to Years 1 and 2 students in 65 minute weekly tutorials
* Supporting, according to their educational needs, the students assigned to you, including the monitoring of attendance, punctuality, academic progress and pastoral needs
* Reporting on the development, progress and attainment of students, in each case having regard to the mission and pastoral curriculumof the College
* Promoting the general progress and well-being of individual students or group of students assigned to you.
* Providing guidance and advice to students on educational and social matters and on their further education and future careers, including the UCAS process as well as future training and apprenticeships
* Making records of and reports on the personal and social needs of students
* Communicating and consulting with the parents/guardians of students
* Communicating and co-operating with persons or bodies outside the College
* Participating in meetings arranged for any of the purposes described above
* Providing or contributing to oral and written reports and references relating to individual students and groups of students

**Internal and external communication**

* Making records of, and reports on, the personal and social needs of students and raising any concerns with relevant staff members and or the Director of Learning
* Communicating and consulting with the parents/guardians of students
* Communicating and co-operating with persons or bodies outside the College

**Involvement in the wider life of the College, including PMR and Professional Development**

* Participating in meetings arranged for any of the purposes described above
* Participating in arrangements made for the appraisal of your performance
* Participating in arrangements for your further training and professional development
* Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere
* Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions

# Other Duties

* Within these specific requirements, all staff are expected to foster a lively and enthusiastic atmosphere within the subject for both students and staff
* To be responsible for managing risk within your own classroom and acting appropriately if there is a concern
* To assess and respond to Health & Safety hazards within the department. Where Health & Safety issues areas specifically job-related, reference to these will be made in the departmental handbook for additional guidance
* To act as a role model in promoting the ethos of the College
* To contribute to the strategic objectives of the College as required
* Undergo a Disclosure and Barring (DBS) check to ensure their suitability to work with children

**Person Specification**

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|  | **Essential** | **Desirable** |
| Educated to degree level (or comparable) |  | ✓ |
| Experience of providing pastoral support for students, including promoting excellence and challenging poor performance. |  | ✓ |
| Willing and able to take responsibility. |  |  |
| Ability to work within a team. |  |  |
| Ability to work in a fast-paced environment |  |  |
| A high level of problem analysis and solving. |  |  |
| Understanding of impact of decisions. |  |  |
| Awareness of the appropriateness and practicality of options. |  |  |
| Effective written and verbal communication skills. |  |  |
| Ability to listen/observe/acknowledge. |  |  |
| An excellent ability to plan and organise with clarity and attention to detail. |  |  |
| Good time management and ability to prioritise. |  |  |
| Good project management skills. |  |  |
| Good initiative and creativity. |  |  |
| Good sense of humour. |  |  |