**Job description**

**Post:** Pastoral Mentor

**Responsible to:** Head of Student Services and Assistant Head of Student Services

**Co-ordinates with:** Teachers, Heads and Assistant Heads of Department, Student Services and other student support staff.

**Summary of responsibilities:** Each Pastoral Mentor will be allocated a cohort of students for whom they will act as a personal tutor and mentor. This role will include, amongst other things, the delivery of the pastoral curriculum, as well as a focus on skills development, support and guidance, tracking, attendance and discipline.

**Main duties**

* Value each student as an individual and provide support, guidance and care to enable them to achieve their maximum potential
* Deliver exemplary, high-quality group and one-to-one tutorials
* Contribute to the development of the pastoral curriculum
* Identify and systematically disseminate good practice in personal tutoring
* Work with staff and students on the identification, support and discipline of ‘at risk’ students
* Track, monitor, support and deliver interventions for any students who are not meeting college performance standards in academic progress, attendance, retention and behaviour
* Maintain appropriate records of all interventions and provide statistics and reports as required
* Deliver enrichment and enhancement activities, including accompanying students on external visits if required
* Be up-to-date in communication strategies and student management
* Liaise with parents/guardians to support all students
* Work with teachers, Heads of Department, Assistant Heads of Department, Student Services and other student support staff to develop and maintain high-quality student support strategies
* Liaise with external agencies as required
* Ensure appropriate uptake of additional support and work placement
* Work closely with the other pastoral mentors to ensure standardisation of the student experience, jointly providing cover and developing strategies to add value to teaching and learning
* Advise students on progression opportunities in and outside of college
* Advise students on the completion of higher education and employment applications and be responsible for coordinating and ensuring high-quality academic references in conjunction with subject teachers

**Quality**

* Be actively involved in the college’s continuous improvement culture
* Work proactively to achieve the college’s targets in achievement, high grades, added value, attendance, retention and student satisfaction

**Administration**

* Maintain comprehensive, up to date student records
* Ensure accurate and timely communications with all relevant staff including support services and agencies

**Curriculum and communication responsibilities**

* Deliver pastoral curriculum sessions as required
* Assist in the development of resources for the pastoral curriculum, including where appropriate maintaining effective links across college
* Engage in curriculum development activities, individually and as a team member to develop and improve the pastoral curriculum
* Be up to date in communication strategies and student management

**Student responsibilities**

* Manage the pastoral care and discipline of students, including issuing appropriate warnings
* Be actively involved in the safeguarding of students
* Manage the behaviour, attendance and punctuality of students, including follow up and monitoring
* Undertake a 360° view of a student’s academic progress through one-to-one tutorials, setting relevant SMART targets for further development
* Develop and deliver study skills and employability skills

**College responsibilities**

* Participate in performance management and professional development activities as required
* Value diversity and promote equal opportunities
* Engage in marketing activities as requested by your line manager
* Work within health and safety guidelines and be aware of your responsibilities for health and safety
* Adhere to college policies and procedures, including data protection
* Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults
* Participate in college activities, including open events, parents’ evenings, events, enrolment and induction.

Date of issue: September 2021

**Summary of main terms and conditions**

| **Salary** | Points 13 to 15 of the Sixth Form Colleges Support Staff pay spine currently £21,287 to £22,531 per annum for full time, college staff term time only plus five days. |
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| **Working Hours** | Staff college term time only plus 5 days. You are expected to attend a weekly departmental meeting which will take place outside the core day. Some flexibility in the hours worked will be expected, this could include some work in the evenings and at weekends. |
| **Pension Scheme** | You will be auto-enrolled into the Local Government Pension Scheme. |
| **Safeguarding** | The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information comes to light that has not been included in the self-declaration. |
| **Payment** | Your salary will be paid on the last working day of each month by BACS transfer. |
| **Health** | Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical if applicable. |
| **References** | Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee. The reference will request information about any disciplinary offences, including any relating to children and will ask about your suitability to work with children. Referees will be verified and will be contacted to validate the information contained within the reference. |
| **Probation period** | You will have regular reviews to assess your progress and set targets. |

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