

# **JOB DESCRIPTION**

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**TITLE:** Lead Pastoral Tutor (Campus)

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**GRADE:** Scale 8

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**RESPONSIBLE TO:** Group Head of Tutorial & Enrichment

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## **PURPOSE OF JOB**

- To co-ordinate and lead the work of the Pastoral Tutors on a specific campus
- To ensure consistency and quality of both tutorial and enrichment provision on a specific campus.
- To work alongside teaching staff to provide pastoral support for learners; to improve attendance, retention, achievement; encourage positive progression and to enhance the quality of the learner journey.
- To deliver and facilitate a prescribed tutorial curriculum through weekly group tutorial sessions which develop learners' broader skills and knowledge contributing to their development as responsible, respectful and active citizens.
- Contribute to the development learners' character, giving them qualities they need to flourish in society. Developing pupils' confidence and resilience so that they can keep themselves mentally healthy.
- To prepare learners for the next phase of their education

## **MAIN TASKS AND RESPONSIBILITIES:**

### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.

- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other staff:**

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may require working in other campuses of the College.

## **3. Particular to the Post:**

### **The lead pastoral tutor will:**

- Co-ordinate and lead the work of the pastoral tutors on a specific campus working collaboratively with SCM's and reporting to the Group Head of Tutorial and Enrichment.
- Schedule and timetable the pastoral tutor & enrichment activities for the campus as per the policies, procedures and processes set out by the group head.
- Work collaboratively with the Deputy principal to ensure the individual context of each campus is reflected in tutorial and enrichment activities. This will include parentships and borough specific initiatives are reflected in tutorial and enrichment activities.
- Monitor agreed KPI's for the pastoral and enrichment provision at the campus. Report on these as required and in collaboration with SCM's and the Group Head of Tutorial and Enrichment make interventions to improve the provision.

- Report on the quality and impact of tutorial and enrichment activity for the campus. Drive consistency and in turn improve student satisfaction, retention and achievement.
- Provide a central point of contact on the campus for the pastoral tutor team
- Be a pastoral tutor (with a reduced caseload);

**As a Pastoral Tutor they will:**

- Deliver and facilitate the core tutorial curriculum through group tutorial sessions as per the group SOW and using the provided resources. This may include facilitating completion of on-line activities.
- Start each group tutorial with a review of the group's attendance to all elements of their student programme for the previous week,
- Undertake 1:1 tutorials with each student using the prescribed process including setting and reviewing SMART targets using performance data and in liaison with teaching staff.
- Undertake ad hoc 1:1 tutorials and case work as required outside of timetabled sessions based on learner need.
- Support learners with their progression – internal and external – including the UCAS process for Level 3 students.
- Monitor at risk learners and work with parents, teachers and support teams to keep them attending, engaged and achieving
- Represent the student and college in external meetings relating to students in their caseload.
- Maintain records of all interventions with students on Pro-Monitor including through SMART Targets and notes.
- Work with an identified curriculum area or areas as part of the curriculum team - reporting directly to the SCM
- Contribute to the campus's programme of enrichment activities as per the group enrichment calendar and lead on at least one aspect of the enrichment provision at the campus including Jack Petchey Scheme, Student Union, enrichment clubs, trips, visits and campus events
- Support students in accessing internal support and signpost students to external support agencies
- Support students with initial safeguarding declarations and use "My Concern" to record these.

- Contribute to Open Evening, Parents Evening, student interviews, induction schedules and handbooks.
- Undertake the Supervision, support and training of learners as required
- Be actively involved in all course review meetings and attend all curriculum area meetings.
- Work flexibly and undertake necessary duties related to administration, and documentation to support the quality of the provision.

#### **4. General Administration:**

- 4.1 Effective IT and general administrative skills
- 4.2 A thorough understanding of and commitment to Equality & Diversity and Safeguarding & practical ideas for their implementation in this post.

#### **5. Person Specification:**

- 5.1 Level 3 Award in Education and Training (Previously PTLLS) or working towards
- 5.2 Ability to effectively communicate and form positive working relationships with young people.
- 5.3 Ability to work as a member of a team and to establish effective working relationships.
- 5.4 Proven track record of working positively with young people to support their development and progression.

#### **6. Skills:**

- 6.1 Proficient IT skills to use MS Office software and IT databases and student record software packages
- 6.2 Excellent presentation and communication skills
- 6.3 Organised with the ability to prioritise effectively to meet deadlines
- 6.4 Basic financial/budgetary administration
- 6.5 Ability to build and maintain effective working relationships and work as a member of a team
- 6.6 Ability to support others and use own initiative

## **7. Knowledge:**

- 7.1 Working knowledge of the Personal Development elements of the OFSTED Education Inspection Framework,
- 7.2 Working Knowledge of the DfE requirements of Study Programmes and particularly the tutorial element.
- 7.2 Knowledge of the education sector and the importance of student care and success.

## **Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.