**Job description**

**Post:** Pastoral Mentor

**Responsible to:** Pastoral Lead and Head of Student Support

**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 Life Links Programme, as well as a focus on skills development, support and guidance, tracking, attendance and discipline.

**1) Main duties**

1. Value each student as an individual and provide support, guidance and care to enable them to achieve their maximum potential
2. Deliver exemplary, high-quality group and 1 to 1 tutorials
3. Contribute to the development of the Life Links programme
4. Identify and systematically disseminate good practice in personal tutoring
5. Work with staff and students on the identification, support and discipline of ‘at risk’ students
6. Track, monitor and support any students who are not meeting college performance standards in academic progress, attendance, retention and behaviour
7. Maintain appropriate records of all interventions and provide statistics and reports as required
8. Deliver enrichment and enhancement activities, including accompanying students on external visits if required
9. Be up-to-date in communication strategies and student management
10. Liaise with parents/guardians to support all students
11. 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
12. Liaise with external agencies as required
13. Ensure appropriate uptake of additional support and work placement
14. 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
15. Advise students on progression opportunities in and outside of college
16. 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

**2 ) Quality**

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

**3) Administration**

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

**4) Curriculum and communication responsibilities**

1. Deliver Life Links sessions as required
2. Assist in the development of resources for the Life Links Programme, including where appropriate maintaining effective links across college
3. Engage in curriculum development activities, individually and as a team member to develop and improve the Life Links Programme
4. Be up to date in communication strategies and student management

**5) Student responsibilities**

1. Manage the pastoral care and discipline of students, including issuing appropriate warnings
2. Be actively involved in the safeguarding of students
3. Manage the behaviour, attendance and punctuality of students, including follow up and monitoring
4. Undertake a 360° view of a student’s academic progress, 1:1s and managing the student’s Individual Learning and Progression Plan (ILPP)
5. Develop and deliver study skills and employability skills

**6)** **College responsibilities**

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

Date of issue: October 2019

**Summary of main terms and conditions**

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| **Salary**  | Points 28 to 30 of the Sixth Form College's Support Staff pay spine currently £20.062 to £21,235 per annum for full time, term time only plus five days. This will be adjusted for part-time.  |
| **Working Hours** | 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. This is a fixed-term position until 12th July 2020. |
| **Pension Scheme** | You will be auto-enrolled into the Local Government Pension Scheme.  |
| **Payment** | Your salary will be paid on the last working day of each month by BACS transfer. |
| **References**  | Two references will be required on application; one must be your most recent employee. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.  |
| **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. |
| **Probation period** | The post is subject to the successful completion probation period. You will regular reviews to assess your progress and set targets.  |

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