



***Our Motto is “The Pursuit of Excellence”***

## **Lead Pastoral Tutor Job Description**

**Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Job Purpose:</b>	<p>The Lead Pastoral Tutor [LPT] is responsible for:</p> <ul style="list-style-type: none"> <li>- leading the college’s Pastoral Tutor team;</li> <li>- ensuring the Pastoral Tutor Team promotes students’ emotional, mental, physical and academic wellbeing, including ensuring the special educational needs of students are met working alongside other Pastoral Tutors, teachers and other staff;</li> <li>- ensuring all Pastoral Tutors provide a visible presence in the college;</li> <li>- overseeing the individualised support and guidance provided by the college’s Pastoral Tutors to enable students to be successful and help prepare them for life in the wider world.</li> </ul>
<b>Job Title:</b>	Lead Pastoral Tutor
<b>Location:</b>	Kimberley College
<b>Reporting Line:</b>	Assistant Head of Kimberley College (Pastoral Leader)
<b>Hours:</b>	37 hours per week - term time only (including 5 training days) plus an additional 5 days during the Trust holidays as required

<b>Line management responsibility for:</b>	Pastoral Tutors
--	-----------------

<b>Principal Accountabilities/ Responsibilities</b>	<p>Lead strategic meetings with the Pastoral Team.</p> <p>Ensure that the appropriate support and guidance is provided by the pastoral team to help students with their ‘next steps’ preparations.</p> <p>Be alert to safeguarding issues - log and pass on concerns as appropriate; deal confidentially and sensitively with parents and students undergoing difficulties.</p> <p>Ensure that there is structure in place for the Pastoral Tutors to support students with significant safeguarding needs, in liaison with the Safeguarding team.</p> <p>Support with facilitating the delivery of the PSHCE and Next Steps programme for each cohort.</p> <p>Support the monitoring and analysis of patterns and trends at cohort level linked to the stepping stones to success.</p> <p>Deal with issues in a positive manner, communicating actions to staff, students and parents as appropriate.</p>
---	--

Ensure the Assistant Head (KS5 Pastoral Leader) break and lunch duty rota is implemented.

Take a leading role in supporting weekly Directed Independent Study (DIS) at the college.

Coordinate and monitor patrolling of the building is taking place regularly to encourage minimum low-level disruption and a suitable learning environment.

Ensure that out-of-lesson behaviours are recorded on Class Charts.

Log concerns/issues, communications and interventions on the appropriate platforms.

Take a leading role in investigating reported behaviour incidents as they arise, following the college behaviour policy.

Attend Student Support Plan meetings [Level 2] with parents/carers to support students and staff.

Support with the delivery of the student leadership programme.

Write tutor reports and references (UCAS, Apprenticeships, full time and part time jobs) for current and previously enrolled students and quality assure those written by Pastoral Tutors.

Promote and facilitate student involvement in college enrichment activities including the Trust award.

Provide students with guidance and support regarding curriculum changes prior to triage to the college leadership team.

Ensure medical care plans are written, updated and implemented for students who require them and shared with appropriate staff as directed by the Trust EWO.

Liaise and communicate with outside agencies, as required.

**Other:**

Attend and support at college events including A level/BTEC results days, 'meet the tutor', open evening and parents' information evenings;

Support the induction programmes for new applicants including 'Year 10 taster days' and the 'next steps programme'.

Identify staff training and development needs for the Pastoral Team and inform the Assistant Head (KS5 Pastoral Leader).

Assist with administrative tasks and maintain accurate records.

Engage in regular supervision sessions.

Contribute to the evaluation of the Lead Pastoral Tutor and Pastoral Tutor role on an annual basis.

**General:**

To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.

To consistently model the types of behaviour we are looking to encourage our pupils to develop.

	<p>To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, pupils or anybody else on the Wootton Academy Trust's sites and away from the sites on school trips and visits.</p> <p>Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.</p> <p>To be responsible for following health and safety requirements in line with Trust policy and procedures.</p> <p>Undertake further training as required for your areas of responsibility.</p> <p>Undertake any other duties of a similar level and responsibility as may be required.</p>
<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.</p> <p>You may also be required to undertake such other comparable duties as the Trust requires from time to time.</p>	



***Our Motto is “The Pursuit of Excellence”***

<b>Lead Pastoral Tutor Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Level 5+ qualification in related discipline.</p> <p>9-4 GCSE in English and Mathematics (or equivalent).</p>	<p>Teaching Qualification [e.g. Level 3 Award in Education &amp; Training (PTLLS)].</p> <p>First Aid at work or Mental Health First Aid qualification.</p> <p>Safeguarding Level 1/Level 2 qualification.</p>
<b>Experience</b>	<p>Three years’ experience working with students in a pastoral role in a secondary school/college setting.</p> <p>Experience of working in a pastoral role in an education setting.</p> <p>Experience of working with young people 1:1, in small groups and larger groups of up to twenty.</p>	<p>Experience of leading a team of staff or volunteers.</p> <p>Experience of working with professionals in a multi-agency context.</p> <p>Experience of providing guidance to 16 - 19 year olds.</p>
<b>Knowledge &amp; Skills</b>	<p>Knowledge of 16 - 19 Education.</p> <p>Knowledge of Post 16 progression pathways [e.g. UCAS, Apprenticeships].</p> <p>Knowledge of Microsoft Office [for example, Word, Excel, PowerPoint].</p> <p>Knowledge of GDPR legislation].</p> <p>Knowledge of Child Protection and Safeguarding Legislation and statutory guidance [e.g. Keeping Children Safe in Education and Safer Working Practices].</p> <p>Knowledge and understanding of Equality and Diversity legislation and how it relates to the duties of this role.</p> <p>Able to deliver the pastoral curriculum [e.g. PSHCE] to groups of 16 - 19 students.</p> <p>Able to work with, and motivate 16 - 19 students.</p> <p>Able to assist students to participate fully in their studies helping them to overcome any barriers to learning.</p>	<p>Ability to incorporate real life experience into the support given to students.</p> <p>Knowledge and understanding of some of the current research pertaining to the field of mentoring and learning.</p> <p>Knowledge and skill in using educational software [for example: SIMS, Class Charts, CPOMs].</p>

	<p>Able to lead a team of pastoral tutors.</p> <p>Able to work flexibly and collaboratively with others in the team to maximise effectiveness.</p> <p>Able to deal confidently with situations when working alone.</p> <p>Able to write and present reports to audiences including senior leaders.</p> <p>Able to maintain accurate and highly confidential records securely.</p> <p>Able to develop meaningful, professional relationships with families and external agencies focussing on the needs of students.</p>	
<b>Personal competencies and qualities</b>	<p>Possess personal warmth and be able to enthuse, inspire and motivate students and parents.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Ability to communicate clearly and effectively.</p> <p>Ability to multitask and react to changing priorities; working on a wide range of tasks.</p> <p>Ability to work as part of a team.</p> <p>Ability to work to defined deadlines.</p> <p>Ability to set high standards of yourself and others.</p> <p>Good record of attendance and punctuality.</p> <p>Commitment to continuous professional development.</p>	