

# Applicant information

## Pastoral Tutor



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Your  
choice  
Your  
future



# Welcome

## From Head of College



Dear Applicant,

Thank you for your interest in the vacancy at Catcote Futures. We are delighted that you are considering joining our dedicated and passionate team.

Catcote Futures is proud to be part of Hartlepool Aspire Multi-Academy Trust, which currently comprises Catcote Futures (a specialist FE college) and Catcote Academy (supporting secondary and Post-16 students). As a Trust, we operate across eight sites, each offering unique learning and development opportunities for our students, including our employability and community-based training provisions.

At Catcote Futures, we are committed to delivering a high-quality, inclusive, and enriching education that empowers our learners to achieve their full potential. Our staff and trustees have high aspirations for all learners, and we work tirelessly to provide a supportive, engaging, and inspiring environment where personal and academic achievements are celebrated.

If you share our passion for education and making a difference in the lives of young people and adults with SEND, we encourage you to explore this opportunity further. We look forward to receiving your application and the possibility of welcoming you to our team.

If you require any further information or would like to visit the college, please contact us via [jobs@catcote.co.uk](mailto:jobs@catcote.co.uk)

Kind Regards,

Gavin Jackson  
Head of College

# Vision & Mission

## Hartlepool Aspire Trust Vision

To be an innovative centre of excellence, providing outstanding, personalised education for all learners

## Mission Statement

**We are committed to providing an environment where learners are offered every opportunity to maximise their potential, grow in confidence and above all be happy and safe**

To achieve this, we will:

- Provide a wide range of personalised learning experiences which are exciting, challenging and accessible to all
- Prepare learners for a meaningful future by promoting independence, resilience and lifelong learning
- Promote tolerance and respect for individual differences, abilities, needs and beliefs
- Create a safe, caring environment in which everyone is healthy, happy and ready to learn
- Foster positive working relationships with parents, multi agency professionals and the local community
- Maintain a culture of vigilance and a commitment to keeping all learners, staff and visitors safe

Focus on  
what we  
can do



# Our Values



## We embrace the following core values within Hartlepool Aspire Trust:

- **Aspirational:** We have high aspirations for all and work together to achieve this
- **Safe and Happy:** We have a culture of vigilance and practice being safe at all times
- **Proud:** Focus on what we can do and are proud of achievements and each other
- **Inclusive:** Everyone matters and we celebrate everyone's uniqueness
- **Resilient:** We have strong positive relationships and embed emotional education into daily life
- **Enriching Lives:** We strive to make a difference and enable everyone to live their best adult life



# Context

**The college caters for Post 19 learners with learning difficulties and associated needs. All learners have either moderate, severe or profound learning difficulties and disabilities.**

The specialist FE college primarily works across three pioneering centres – our exciting Learning and Skills Centre in Warren Road and our Employability Training Hubs in the heart of Middleton Grange Shopping Centre and at Throston in Hartlepool. The Trust also operates over the following sites; Catcote Academy on Catcote Road, a sixth form centre on Brierton Lane, Catcote Metro (retail outlet) in Hartlepool Middleton Grange shopping centre, The Vestry (community café ) in Christ Church Art Gallery and a Caravan situated in Crimdon Dene Holiday Park.

We are an inclusive community that respects others, champions individuality, and celebrates all achievements. We offer a stimulating, personalised and fulfilling curriculum and firmly believe that our learners deserve as many opportunities and experiences as we can offer to support them in their adult life.

# Context

## Employee Benefits

### **In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation
- A strong wellbeing offer that fosters a supportive and positive work environment
- Continuous professional development
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

### **Employee Assistance Programme including:**

- 24/7 GP service
- Nurse support service
- Stress Management
- Maternity and Paternity support
- Physiotherapy
- Bereavement support
- Menopause counselling
- Men's mental wellness support
- Face to face counselling services
- Financial wellbeing coaching
- Access to useful wellbeing resources

# Advert

## **Pastoral Tutor**

**Job Type: Permanent, Full Time**

**Pay Scale: Band 9 (SCP 18 to 22)**

**Reference: 2026006**

Catcote Futures provides learning for a wide range of students with Learning Difficulties or Disabilities.

We are looking to appoint a suitably qualified and skilled Pastoral Tutor to join our highly committed specialist team. You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

**Closing date: Tuesday 23<sup>rd</sup> June 2026 (12 p.m. Noon)**

**Interviews: Friday 3<sup>rd</sup> July 2026**

**Start Date: 1st September 2026**

Completed application forms to be sent to: Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ or email: [jobs@catcote.co.uk](mailto:jobs@catcote.co.uk)

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. Application forms can also be found at [www.catcotefutures.co.uk/vacancies](http://www.catcotefutures.co.uk/vacancies)

Shortlisted candidates will be welcomed to contact the College to arrange a convenient appointment for a guided visit of the facility.

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Please see the Privacy Notice (Job Applicants) on our websites for details of how we will use your personal data.

# Job Description

## Catcote Futures – Pastoral Tutor

Grade: Band 9 (SCP 18 to 22)

Responsible to: Head and Deputy Head of College

### Purpose of the Role

To have a pastoral responsibility for a group of learners with **Profound and Multiple Learning Difficulties (PMLD)/Complex Needs** and plan and deliver learning activities and assess progress.

### Main Duties

Under the guidance and direction of senior colleagues: -

### General Responsibilities

- Work as directed by senior staff
- Adhere to all Trust and college policies and college improvement plans including confidentiality, adult safeguarding, H&S, equal opportunities, SEN etc.
- Maintain a safe working and teaching environment including adhering to policies on safeguarding of learners and readiness to learn
- Attend and participate in CPD activities as required including professional development days
- Attend all applicable curriculum meetings
- Attend meetings and liaise with colleagues in college and parents/carers as required
- Be an effective role model for learners by demonstrating and promoting positive values, attitudes and behaviours
- Engage with all learners as directed by the College in line with the overall goals of the College and the needs of all learners

### Core Responsibilities

- Have knowledge of individual learners in order to support learners with learning and behaviour in line with any plans
- Plan and deliver activities taking into account individual learning targets/intentions
- Contribute towards target setting in collaboration with pathway leads/senior staff
- Assess, record and evidence learner progress
- Feedback to senior colleagues regarding learner progress
- Ensure planned activities give opportunity for LSAs (Learning Support Assistants) to evidence progress towards targets
- Effective deployment of support staff to facilitate progress
- Feedback to learners in relation to learning and behaviour
- Prepare learners reports including RARPA books (Recording and Reporting Progress and Achievement), end of year reports, CASS (Consistent Approach to Supporting Students) plans, student profiles and third-party assessments
- Support learners with wellbeing and readiness to learn
- Carry out pastoral roles and responsibilities
- Support learners in any location as directed, indoor and outdoor, including outdoor learning, educational visits, offsite training venues etc
- Supervise and support of students during break and lunch times including feeding and changing where necessary
- Assist and take part in physical activities as directed e.g. walking, hydrotherapy, rebound etc
- Ensure environments and resources are safe and enabling
- Use ICT effectively to support learning activities
- Carry out tasks for the general health, domestic care and welfare of learners including toileting/changing, cleaning, using specialist equipment when necessary (this may include administering medicine under guidance and training on a voluntary basis)
- Responsible for ensuring College and Trust policies and procedures are followed when leading activities

<b>Pastoral Tutor – Essential Criteria</b>			
	Criteria No.	Essential	Stage Identified
Qualifications	E1	GCSE Grade C/4 or equivalent in Maths and English	AF,C
	E2	Higher level qualification (Level 4 or above)	AF,C
	E3	Safeguarding Level 1 Certificate	AF,I
Experience & Knowledge	E4	Experience of planning and leading activities	AF,I,R
	E5	Effective use of ICT to support learning	AF,I,R
	E6	Experience working in an education setting and general understanding of learners with SEND	AF,I,R
	E7	Experience of strategies and intervention to support readiness to learn including learners who may display challenging behaviours	AF,I,R
	E8	Knowledge of current safeguarding procedures and good practice	
Skills / Ability	E9	Work with adults with SEND across all pathways	AF,I,R
	E10	To independently lead teaching / learning and direct other members of staff	AF,I,R
	E11	Work as part of a team and develop excellent relationships and work collaboratively with all members of the college and wider professional community drawing on effective interpersonal skills	AF,I,R
	E12	Demonstrate and promote the positive values, attitudes and behaviour they expect from the learners with whom they work	AF,I,R
	E13	Communicate effectively both orally and in writing with all stakeholders	AF,I,R
	E14	Self-reflect on own practice and continuously improve	
Special Requirements	E15	Interest in working with vulnerable adults with learning difficulties to promote their development and educational needs	AF,I
	E16	Ability to form and maintain appropriate effective working relationships and personal boundaries with vulnerable adults	AF,I
	E17	Emotional resilience when faced with challenging behaviour	AF,I
	E18	Demonstrate sensitivity, integrity and enthusiasm when working with all stakeholders	
	E19	A commitment to working as part of the whole college team and supporting the vision and aims of the college	AF,I
	E20	Respect for their social, cultural, linguistic, religious and ethnic backgrounds	AF,I
	E21	Ability to liaise sensitively and effectively with the young people and parents and carers within pastoral role	AF,I
	E22	Suitability to work with children and vulnerable adults, enhanced DBS required with barred list check	D
Desirable	D1	Training in Education	AF,C
	D2	First Aid Certificate	AF, C
	D3	Team Teach training or equivalent	AF,C
	D4	Experience of working with children / young people with learning difficulties	AF,I,C
	D5	Knowledge of specific approaches to supporting individual learners with SEND	AF,I
	D6	Understanding of key characteristics of different types of learners (PMLD, SLD, MLD)	AF,I,R

AF – Application Form	C – Certificates	I – Interview	R – References	D – DBS Disclosure
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## References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so. If this is the case, please contact us to discuss further if you do not consent.

## DBS:

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Applicants will be required to complete a self-declaration form prior to interview.

Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure. For those who have lived or worked outside of the UK, the offer will also be conditional on satisfactory overseas checks.

## Safeguarding:

Hartlepool Aspire Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and vulnerable adults has a role to play in safeguarding them. Safer recruitment checks will be carried out including online searches, in order to identify any issues that may need to be explored further at interview.

Referees will be asked for information regarding disciplinary offences and child/adult protection allegations.

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

## Equality:

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure all applicants are provided with the same opportunities during this process and make reasonable adjustments where necessary. Should you require a particular adjustment, please ensure this is raised when confirming your availability to attend an interview.

Hartlepool Aspire Trust is an equal opportunity employer. We want to develop a diverse workforce and we positively welcome applicants from all sections of the community.

# How to apply

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Visits to the college prior to applying are welcomed. Please contact our HR team via [jobs@catcote.co.uk](mailto:jobs@catcote.co.uk)

Application forms and further details are available at: [www.catcotefutures.co.uk/vacancies/](http://www.catcotefutures.co.uk/vacancies/)

Personal information provided on application forms will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions. Please review our Privacy Policy at [www.catcotefutures.co.uk/information/policies/privacy-notice-job-applicants/](http://www.catcotefutures.co.uk/information/policies/privacy-notice-job-applicants/)

Please email complete application forms to: [jobs@catcote.co.uk](mailto:jobs@catcote.co.uk) or post to: [HR Department, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ](#) by the closing date specified.

**Closing date for applications: Tuesday 23<sup>rd</sup> June 2026 (12 p.m. Noon)**

**Interviews will be held: Friday 3<sup>rd</sup> July 2026**

**Catcote**  
**Futures**  
your choice, your future

