

Pastoral Tutor	Job Type:	Permanent
Band 9 (SCP 18 to SCP 22)	Date:	04/02/2025
£15.84 - £16.93 per hour		
37 hours per week	Reference:	2025002
Term Time Only – 39 weeks p.a.		

Catcote Futures provide learning for a wide range of learners with Learning Difficulties or Disabilities. **We are looking to appoint a suitably experienced tutor to plan and deliver activities, taking into account individual learning targets/intentions, carry out pastoral duties and support learners with wellbeing and readiness to learn.**

You will have experience in planning and leading activities and have an understanding of learners with SEND.

**Closing date: Wednesday 19<sup>th</sup> February 2025 – 9am**

**Interviews: Tuesday 4<sup>th</sup> March 2025**

**Start date: Monday 7<sup>th</sup> April 2025**

**Completed application forms to be sent to:**

**Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ**

**jobs@catcote.co.uk**

Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at [www.catcotefutures.co.uk](http://www.catcotefutures.co.uk) (information/vacancies) or [www.catcoteacademy.co.uk](http://www.catcoteacademy.co.uk) (About Us/Vacancies).**

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

**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 – Pastoral Tutor

### Job Purpose:

To have a pastoral responsibility for a group of learners and plan and deliver learning activities and assess progress.

### Main Duties:

Under the guidance and direction of pathway leads/or 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 pathway leads on progress
- Ensure planned activities give opportunity for LSAs 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, end of year reports, CASS 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

	Criteria No.	Essential	Stage Identified	Criteria No.	Desirable	Stage Identified
<b>Qualifications</b>	E1	GCSE Grade C/4 or equivalent in Maths and English	AF,C	D1	Training in Education	AF,C
	E2	Higher level qualification (Level 4 or above)	AF,C	D2	First Aid Certificate	AF, C
	E3	Safeguarding Level 1 Certificate	AF,I	D3	Team Teach training or equivalent	AF,C
<b>Experience &amp; Knowledge</b>	E4	Experience of planning and leading activities	AF,I,R	D4	Experience of working with children / young people with learning difficulties	AF,I,C
	E5	Effective use of ICT to support learning	AF,I,R	D5	Knowledge of specific approaches to supporting individual learners with SEND	AF,I
	E6	Experience working in an education setting and general understanding of learners with SEND	AF,I,R	D6	Understanding of key characteristics of different types of learners (PMLD, SLD, MLD)	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				
<b>Skills/Ability</b>	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			
		Self-reflect on won practice and continuously improve				
<b>Special requirements</b>	E14	Interest in working with vulnerable adults with learning difficulties to promote their development and educational needs	AF,I			
	E15	Ability to form and maintain appropriate effective working relationships and personal boundaries with vulnerable adults	AF,I			
	E16	Emotional resilience when faced with challenging behaviour	AF,I			
		Demonstrate sensitivity, integrity and enthusiasm when working with all stakeholders				
	E17	A commitment to working as part of the whole college team and supporting the vision and aims of the college	AF,I			
	E18	Respect for their social, cultural, linguistic, religious and ethnic backgrounds	AF,I			
	E19	Ability to liaise sensitively and effectively with the young people and parents and carers within pastoral role	AF,I			
	E20	Suitability to work with children and vulnerable adults, enhanced DBS required with barred list check	D			

AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS disclosure