

Job Description

TITLE: Pastoral Tutor

GRADE: Scale 6

REPORTS TO: Senior Curriculum Manager

HOURS: Contracted for 35 hours per week.

Purpose of the Role

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 learners confidence and resilience so that they can keep themselves mentally healthy.

Preparing learners for the next phase of their education.

Key Responsibilities:

Tutorial Delivery and Student Progress:

- Deliver the core tutorial curriculum through group sessions using the scheme of work and provided resources, including online activities.
- Start each tutorial with a review of the group's attendance across all elements of their study programme.
- Conduct scheduled and ad-hoc 1:1 tutorials, set and review SMART targets, and use performance data in liaison with teaching staff.
- Support learner progression, including UCAS guidance for Level 3 students.
- Monitor at-risk learners and work with parents, teachers, and support teams to maintain attendance, engagement, and achievement.

Curriculum, Records and Compliance:

- Maintain accurate records of all student interventions, SMART targets, and notes on ProMonitor.

- Work within an assigned curriculum area, ensuring tutorial input aligns with academic needs and addressing concerns raised by teaching staff.
- Attend course review meetings, curriculum area meetings, and represent students/college at internal and external meetings.
- Support safeguarding processes, including initial declarations and recording concerns using "My Concern".
- Undertake administrative duties and documentation tasks that support the quality of provision.

Enrichment, Support and Engagement:

- Contribute to the campus enrichment programme and lead at least one enrichment strand (e.g., Jack Petchey Scheme, Student Union, clubs, trips, events).
- Support students in arranging and logging work experience or placement hours.
- Provide pastoral support by helping students access internal services and signposting to external agencies.
- Contribute to open evenings, parents' evenings, student interviews, induction activities, and handbook preparation.

In common with other support:

- All term-time staff are required to return to work on the Monday before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and all staff will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.
- Completion of two open evenings, or one Saturday open day, will be required across the year. These hours are provided in lieu of the additional Christmas holiday days granted to staff who have undertaken these open day commitments.

In common with all other Staff:

- To support and deliver the College's value and strategic intent.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.

- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

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

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification –

Education & Qualifications

- GCSEs (or equivalent) in English and Maths
- Basic literacy, numeracy and IT skills
- Level 3 Award in Education and Training (Previously PTLLS) or working towards

Experience

- Appropriate safeguarding and mental health first aid training to support young people.
- Proven track record of working positively with young people to support their development and progression.

Knowledge, Skills & Behaviours

- Ability to effectively communicate and form positive working relationships with young people.
- Ability to work as a member of a team and to establish effective working relationships both internal and external.
- Proficient IT skills to use MS Office software and IT databases and student record software packages.
- Excellent presentation and communication skills.
- Organised with the ability to prioritise effectively to meet deadlines.
- Ability to build and maintain effective working relationships and work as a member of a team.
- Ability to support others and use own initiative.
- Working knowledge of the Personal Development elements of the OFSTED Education Inspection Framework.
- Working knowledge of the DfE requirements of Study Programmes and particularly the tutorial element.
- Working knowledge of the issues that can stop young people attending, achieving and progressing from College and how to support students impacted by these, with an understanding of the importance of student care and success.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting **stakeholders** from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.

- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti-racist behaviours that reflect the College's values and expectations.