Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, and is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practises equality of opportunity.

Job Title **Pastoral Tutor**

Hours of work: Full time (35 hours a week), Term time only (0.84FTE)

Salary Scale: Sixth Form Colleges' Support Staff Pay Spine point 11-14 £29,838 - £32,420 per annum pro rata (actual salary £24,906 to £27,246 per annum)

Reporting to: Pastoral Manager

Key Roles:

- To deliver the College's Pastoral Programme to Year 12 and Year 13 tutor groups
- To be a point of contact for students and deal with pastoral issues, or signpost to Pastoral managers or other College services
- To monitor student achievement and attendance and highlight any concerns

Specific Duties and Responsibilities

Pastoral Programme

- The main duties of this post is to deliver the pastoral programme to students
- Work with the Pastoral Team to develop resources and review the success of resources/lessons
- Support students in their career and progression planning and to advise on how to access guidance on making informed choices
- Support students in the UCAS applications process by mentoring application quality and Personal Statement writing
- Obtain student views of the tutorial programme in line with the quality systems in College eg student voice and self-assessment report writing
- Cover for other Tutors if required

Individual student progress reviews and signposting

- Monitor and support the progress of all tutees providing them with supportive and focused 1:1 interviews
- Manage and prioritise 1:1 interviews as required
- Liaise regularly with Pastoral Managers and Heads of Year and report any emerging issues
- Monitor the attendance of students in line with college targets, setting improvement targets for students where necessary

- Deal promptly and appropriately with curriculum concerns and referrals in relation to individual student progress
- Document all meetings on the student Pastoral Log
- Monitor any action plans drawn up by students during review sessions
- Refer students to other College services where appropriate eg Careers Service
- Support and guide students with references and in particular their UCAS application process
- Work within the Safeguarding policy making prompt referral to the DSL regarding safeguarding issues

Mission and Ethos

- To support the College's Catholic mission by being an exemplary role model in demonstrating the College's mission and values in all aspects of the role

Miscellaneous:

- To support effective safeguarding of all young people.
- To promote inclusivity and widening participation by contributing to the achievement and implementation of the College's Equality and Diversity policy.
- To undertake any additional responsibilities and duties, commensurate with the post, as requested by the Principal.

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

Reviewed by:	*AdP*	*Date of last review:*	*June 2022*