



**Specialist Pastoral Tutor**

**Job Description**

## Main Purpose of Job

To provide effective and personalised pastoral support to learners throughout their college life.

**Support for Students**

* To provide effective pastoral support to a cohort of students
* To deliver effective group and 1:1 tutorials to a cohort of students
* To give appropriate and timely guidance and support to all students, but mainly those who have been identified as cause for concern, including encouraging students to access services available across the college and encouraging them to take an active part in college life
* To monitor student attendance, conduct and academic progress via the STAR system, IS data, tutor referrals, student reviews and contact with parents/guardians
* To conduct individual interviews, agreeing and communicating detailed targets with students, tutors and parents/carers and review as necessary
* To assist with the process of booking in students for Programme Managers, liaising with other staff regarding appointments
* To maintain databases and report on attendance, retention, achievement and progression
* To maintain an overview of the students within the college and support as necessary, including co-ordinating reports and references as required
* To liaise with other cross-college services and curriculum staff on matters relating to students on programme
* To liaise with relevant external agencies as necessary

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested
* To undertake continuous professional development

**Additional Duties**

* To meet the individual needs of all students
* To promote and safeguard the welfare of young people and vulnerable adults at the college
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.





**Specialist Pastoral Tutor**

**Person Specification**

**Qualifications**

* Relevant qualification to minimum of Level 3 (A Level or equivalent)
* Level 2 qualification in Literacy and Numeracy
* Award in Education and Training (PTLLS equivalent) or willingness to work towards
* Evidence of continuing professional development
* A degree (or equivalent), or professional qualification in field of advice and guidance would be an advantage

**Knowledge/Experience**

* Experience of effective team working and promoting effective relationships between staff, students and the community
* Experience of working with and supporting teenagers/young people
* Experience of advice and guidance or student support in education and/or training
* A knowledge of management information systems
* Knowledge of safeguarding issues
* Knowledge of equality and diversity issues
* Understanding of reference writing skills and the UCAS scheme
* Experience of working in a college environment would be an advantage
* An understanding of the role of student council within an FE college would be an advantage

**Skills/Attributes**

* Display initiative, be positive and friendly
* Strong persuasion skills
* Effective communicator
* Student focused approach
* Flexible approach
* Logical approach to problem solving
* Ability to work under pressure
* Competent user of the full range of Microsoft Office Applications

**Additional Requirements**

* Willingness to work flexible hours
* Participation may be required outside normal working hours including evenings and weekends

**Post Information**

* Reports through Senior Pastoral Tutor to Head of Student Services
* This post is for 37 hours per week, term-time only, permanent
* Salary £28,347 - £29,970 Pro rata (Actual Salary £23,702 – £25,059)
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.