

**Specialist Pastoral Tutor Apprenticeships**

**Job Description**

## Main Purpose of Job

To provide effective and personalised support to apprentices and their employers.

**Support for Students**

* To provide effective pastoral support to apprentices
* To deliver enrolment and induction for apprentices
* To oversee identification and monitoring of learning support (LS) as required
* To identify welfare support needs and implement appropriate welfare plans as necessary
* To offer advice and guidance through career and progression coaching
* To provide timely monitoring and action plan students to support them in the timely completion of their framework
* To liaise with the employer from student sign-up to student completion, ensuring that employers receive timely and effective communication in relation to the progress of their employee.
* To conduct individual reviews and action plan students where needed
* To liaise with the delivery team for the relevant student including LS and provide support in the classroom and workplace as appropriate.
* To complete College tracking systems in a timely manner and to maintain databases and reports on attendance and student progress
* To undertake health & safety audits on employers
* To manage an allocated case load of apprentices
* 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.



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**Qualifications**

* Relevant qualification to minimum of Level 3 (A Level or equivalent)
* Level 2 qualification in Literacy and Numeracy
* Award in Education and Training Level 3 (formerly PTLLS) or willingness to work towards
* Evidence of continuing professional development

**Knowledge/Experience**

* Experience of effective team working and promoting effective relationships between staff, students and employers
* Experience of working with and supporting 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

**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
* The post holder must hold a valid driving licence as they will be required to commute between college and student employers

**Post Information**

* Reports to Programme Manager (Work-Place Learning)
* Salary £28,347 to £29,970
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.