



Our Motto is "The Pursuit of Excellence"

**Pastoral Tutor
Job Description**

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose: As a Pastoral Tutor you will act as a mentor to provide students with individualised support and guidance to enable them to be successful at Kimberley College and help prepare them for life in the wider world.

You will be responsible for managing and monitoring all concerns regarding student’s attendance, attitude to learning and personal wellbeing, you will agree motivational targets and produce support plans to help students be successful in their learning experience.

You will work closely with the Trust Safeguarding and SEND Team and play a key role in supporting students with mental ill health and special educational needs.

You will be responsible for supporting students with their ‘next steps’ preparations for higher education, apprenticeships or employment. In addition, as a part of the Pastoral Tutor team, you will deliver and help prepare resources for age appropriate PSHCE and CEIAG including liaison with external networks and partners.

You will actively promote student engagement in enrichment activities, and ensure Trust systems for monitoring and managing student support and engagement are robustly upheld. You will be required to attend parent/carer consultation events and take an active role in student induction and transition into Post 16 across the Trust.

Job Title: Pastoral Tutor

Location: Kimberley College

Reporting Line: Assistant Head Kimberley College (Pastoral Leader)

Hours: 35 hours per week term time only (including 5 training days) plus 5 days, with the flexibility to work during the Trust holidays and during evening events as required.

Working: 08:30 - 16:00 Monday – Friday [unpaid half-hour lunch break]

Principal Accountabilities/ Responsibilities

Pre-enrolment and enrolment
Support marketing and induction events during the admissions process for new students.

Contribute towards the planning and delivery of Induction Programmes for new applicants including ‘Year 10 taster days’ and the ‘next steps programme’.

Support at a variety of events such as ‘meet the tutor’, ‘open evening’ and ‘parents/carers Information evenings’.

Support students in transitioning to Kimberley College through 1:1 meetings and use of the College Passport.

PSHCE programme

To support the preparation of resources and delivery of the PSHCE programme once per week on MS Teams or for onsite sessions.

Obtain student views of the PSHCE programme using e.g. student surveys and the Student Council.

Along with the Assistant Head Kimberley College (Pastoral Leader), the KS5 PSHCE Coordinator and Head of Careers develop a network of age appropriate PSHCE and next steps partners/opportunities for Post 16 students.

Individual student progress reviews and action planning

Support students with significant safeguarding needs by meeting regularly 1:1, and by signposting and communicating with the safeguarding team and external agencies.

Responding, reporting and recording safeguarding disclosures and concerns in a timely manner by using the Trust systems effectively and appropriately.

Monitor and support student progress, attendance, attitude to learning based on data from College systems, providing support and focused 1:1 meetings and liaising with teachers and parents/carers.

Create and review support plans drawn up in discussion with students (and parents/carers where appropriate) during 1:1 meetings. Making sure these are communicated with parents/carers and appropriate staff.

Meet regularly 1:1 with SEND students, write and update Pupil Profile Sheets.

Write tutor reports for SEND Students.

Encourage student involvement in College activities such as super/extra-curricular activities and student leadership.

Support and guide students with their 'next steps' preparations including work experience, UCAS, support with research, personal statement/CV writing and the collation of references.

Write a range of references (UCAS, Apprenticeships, full time and part time jobs) for current and previously enrolled students.

Provide students with careers guidance through communication with the Head of Careers and wider careers team.

Supervision and support of students who struggle with attending lessons due to mental ill health.

Provide students with guidance and support regarding curriculum changes.

Support students who require medical care plans.

Communicate effectively with teachers, support staff, students and their parents/carers where relevant.

Support the process of dealing with serious behaviour incidents, by collecting witness statements, supporting affected students and communicating with parents/carers and appropriate staff.

Whole Trust Responsibilities

Attending whole Trust and department meetings.

Attending regular supervision sessions with Line Manager.

Take a key role in lunchtime and break time duties.

Responsible for monitoring/patrolling the building to encourage minimum low-level disruption and to encourage a suitable learning environment.

Offering extra-curricular opportunities and taking an active role in such activities.

Supporting the promotion of equality, diversity and inclusion across the Trust by sharing resources and messages on year group Teams pages and producing displays.

Supporting the Trust with Invigilation for assessments and examinations.

Monitoring and evaluation

Identify staff training and development needs and inform the Assistant Head Kimberley College (Pastoral Leader).

Contribute to the evaluation of the Pastoral Tutor role on an annual basis.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

You may also be required to undertake such other comparable duties as the Trust requires from time to time.



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Pastoral Tutor Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	<p>Level 3+ qualifications in curriculum/vocational area.</p> <p>9-4 GCSE in English and Mathematics (or equivalent).</p>	<p>Level 5+ qualification in related discipline.</p> <p>Advice & Guidance qualification or willingness to work towards this.</p> <p>Teaching Qualification.</p>
Experience	<p>Experience of working with students in an educational setting.</p>	<p>Minimum 12 months' guidance / young persons related work.</p> <p>Knowledge of progression routes for students: BTEC, GCSE, AS / A Level.</p> <p>Student guidance experience.</p> <p>Effective liaison with external agencies.</p> <p>Knowledge of Post 16 Education.</p>
Knowledge & Skills	<p>Ability to communicate clearly and effectively.</p> <p>Ability to support 1:1 and small groups of students.</p> <p>Ability to work flexibly and collaboratively with others to maximise effectiveness of student interventions.</p> <p>Ability to deal confidently with situations when working alone.</p> <p>Ability to work as part of a team.</p> <p>Strong ICT skills.</p> <p>Ability to maintain accurate and highly confidential records.</p> <p>Ability to adapt to changing circumstances quickly and appropriately, using novel approaches where required.</p> <p>Ability to engage with students to understand their needs and assisting them to fully participate in overcoming barriers to learning.</p> <p>Ability to develop meaningful relationships with families and other support groups to help focus on the needs of students.</p>	<p>Ability to incorporate real life experience into the support given to students.</p>

	<p>Ability to work with and motivate teenage students.</p> <p>Ability to work to defined deadlines.</p> <p>Ability to be flexible and show initiative.</p> <p>Ability to demand high standards from yourself and others.</p>	
<p>Personal competencies and qualities</p>	<p>To be supportive, understanding and flexible.</p> <p>Possess personal warmth and be able to enthuse, inspire and motivate students and parents/carers.</p> <p>To maintain appropriate professional relationships with colleagues, students and parents/carers at all times.</p> <p>Possess a positive attitude and approach to change and continuous development.</p> <p>To have a passion for “making a difference” and ensuring student life opportunities are enhanced.</p> <p>Willingness to be flexible and to meet the needs of the Wootton Academy Trust.</p> <p>Good record of attendance and punctuality.</p> <p>Commitment to continuous professional development.</p>	