Post: 2 x Pastoral Tutors

Contract: Hourly Paid

Hours: Variable

Reporting to: Course Manager for Tutorial & Learner Services

Salary: £26,83 – £28,47 per hour

Key Purpose:

You will be responsible for providing effective tutorial and general pastoral support for a caseload of 16-18-year-old learners on level 2 and 3 courses based within academic and vocational faculties.

Main Duties and Responsibilities:

- Providing and delivering tutorial support group tutorials, one to ones and tutorial support

- Completing and supervising UCAS where appropriate

- Attendance monitoring and tracking of learners (across their whole programme) with appropriate attendance targets as agreed

- Supervision of English and maths and study zones

- Completion of relevant tutorial /pastoral aspects of pro monitor records including target setting.

- Integration of study skills and employability into study programmes including supporting the work experience completion of risk assessments etc.

- Mentor and advocate for learners

- Monitoring, promoting and developing online teaching and tutorial packages

- Working with cross college support teams on enrichment and learner support

Expectations of the Post Holder:

1. Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work

2. Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems

3. Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults

4. To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary

5. Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job

6. Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

7. All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups Basic Skills and Learning Support (For all teaching and lecturing posts)

8. All tutorial staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	An Honours Degree		X
	GCSE English and Maths or equivalent A-C		X
	Evidence of PSD training & development in the field of tutorial or PSD.		X
Knowledge / Experience	Understand how to support students effectively in the development of their learning	X	
	Understand how to support students effectively as a tutor	X	
	An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity an all aspects of the work	X	
	Evidence of understanding and effective implementation of safeguarding policies and a commitment to creating a safe learning environment	X	
	Proven experience of effective skills development with learners in an advisory capacity.		X
	Experience of working with or mentoring young people	X	
	Experience of successfully supporting students' progress through tutoring.		X
Skills / Abilities	Ability to work independently	X	
	The ability to work with challenging young people, understanding the learner's needs and their issues in a multicultural, urban environment and the ability to reflect these in relevant skills strategies and activities	X	
	Ability to organise key activities and events such as tutorials.	X	
	Excellent administrative and IT skills	X	
	Excellent interpersonal skills and the ability to communicate with a wide range of people	X	
	An ability to design, develop and deliver high quality tutorial materials	X	