Pastoral Support Tutor

Team: Pastoral Support Tutor

Reports to: Senior Pastoral Support Tutor

Location: Worthing Campus

Job Purpose

- To provide students with a high level of tutorial support relevant to their programme of study to facilitate progression, achievement and success.
- To focus and take an active role in the achievement of high individual student attendance and success rates, meeting or surpassing the relevant targets for each.

Key Responsibilities

- To motivate each individual learner within a caseload and to monitor their progress against their learning goals.
- To encourage each student to engage personal evaluation, reflection and target setting, using value added to measure progression (where appropriate).
- To set, in partnership with individual students, course teams and other stakeholders (including, for example, employers, social care and parents) challenging SMART targets to support progression.
- To fully utilise College information systems to record, monitor and track learners within a cohort of tutees.
- To rigorously track and monitor the attendance of each student within a cohort of tutees across all elements of their programme (including Maths, English as appropriate) and, where necessary, take action to improve poor individual performance. This will/may include sustained liaison with the student and key stakeholders.
- To rigorously track and monitor the attendance of each student identified 'at risk' and take appropriate action to rectify poor individual performance.
- Where appropriate provide individual support through the Student Referral Process in line with the CCG's Positive Behaviour Policy.
- To identify student needs and facilitate access to appropriate services to support achievement, such as additional support, careers advice and the enrichment programme.
- To deliver and facilitate group activities which support the development of personal employability/work readiness skills, knowledge and skills related to the College's Core Values and British Values statement.
- To liaise with all involved in a student's chosen programme of study (including teachers, study programme leaders, Teaching & Learning Managers and Heads of Learning) to address any concerns and support student success.
- To comply with the relevant administration procedures and adhere to set deadlines for example individual reviews, UCAS, references and/or new measures of success.

- To play a key role within the Student Journey supporting key aspects of College life as appropriate, such as induction and College events and activities.
- To have a knowledge of post 16 study programmes for students including Study Programmes, Apprenticeship Frameworks, Internships and Traineeships and Higher Education options.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures
  - Equality, diversity and inclusion policies and procedures
  - The Group's health and safety policies and procedures
  - Safeguarding and Prevent
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Supporting students post 16	Essential	Application Form/ Interview
Delivering learning advice to students in a 1:1 or group	Essential	
Administrative experience	Essential	
Supporting apprentices	Desirable	
Working within Further Education	Desirable	
Training delivery	Desirable	
Knowledge		
Understanding of the study needs and options and progression opportunities for post 16 learners	Essential	Application Form/ Interview
Microsoft Office applications, including Word and Powerpoint	Essential	
Understanding of the demands of apprenticeships	Desirable	
Understanding of virtual learning environments and on-line learning	Desirable	
Health and safety legislation	Desirable	
An understanding of safeguarding requirements	Desirable	
A working knowledge of the Equality Act and the support needs of a diverse range of learners	Desirable	
An understanding of SMART target setting	Desirable	
Qualifications		
Educated to Level 3	Essential	Application Form/ Certificates
Level 2 English and Maths	Essential	
Level 3 Coaching/Mentoring qualification or the willingness to work towards achievement	Essential	
Information, Advice and Guidance or Award in Education & Training qualification or a willingness to work towards achieving	Essential	

Skills and Abilities		
Mentoring and Coaching skills	Essential	Application Form/ Interview/ Assessment
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
IT and keyboard skills, including the use of email and virtual learning environments	Essential	
Problem solving, resourceful approach	Essential	
Attention to detail	Essential	
Ability to manage challenging behaviour	Desirable	

Attributes		
Able to maintain confidentiality	Essential	Application Form/ Interview/ Assessment
Ability to follow issues through to conclusion and to meet/exceed targets	Essential	
Commitment to continuous improvement	Essential	
Self motivated with the ability to be innovative and to display initiative	Essential	
To be proactive and multi-task whilst being able to motivate yourself and others	Essential	

Other Requirements		
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	37
Working weeks per year:	52
Salary range:	£28,063 - £30,668 per annum
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 25 days per annum, rising to 28 days with each complete year of service as of 31 December, plus 8 bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.