

Position: - Pastoral Welfare Tutor

Job Title:	Pastoral Welfare Tutor
Hours:	Full and part time positions, term time. You will also be required to attend staff meetings during the academic year.
Contract Type:	Permanent
Salary:	Up to £16,000 - depending on experience and qualifications.
Responsible to:	Line Manager, Assistant Head Teacher, Head Teacher

Job Description:

We are looking to appoint permanent full and part time pastoral welfare tutors who are passionate, hard working, and versatile to join our busy team. To promote the aims and objectives of the school and maintain its philosophy of education.

You will be responsible for the welfare of a designated group of pupils and ensure effective communication with the families is taking place on a regularly basis. You would also be required to engage with them as key stakeholders in their pupil's educational experience and ensure that they are ready for learning.

General Main Duties and Responsibilities:

- Day to day responsibility for the attendance and punctuality of the year group
- Ensure that all school/college procedures relating to attendance and punctuality are followed
- Each week ensure all attendance and punctuality statistics are recorded, analysed and actions are taken to reach individual and group targets
- Communicate attendance and punctuality concerns to parents and carers working with them to ensure improvement
- Communicate attendance concerns to the tutor and Assistant Principle as appropriate.
- Liaise with and organise support as required with external agencies to meet the pupils individual needs
- Ensure appropriate arrangements are made for each pupil who are unwell or who have had accidents during the academic year
- Arrange homework, class work tasks as well as online learning so the individual pupil can access from their home
- Day to day responsibility for the behaviour and rewards of the year group including implementing lesson checks, managing behaviour escalations, reporting mechanisms, detentions and exclusion processes and paperwork.
- Ensure all behaviour and rewards statistics are recorded, analysed and actions are taken to reach individual and group targets
- Communicate positive and negative concerns to parents/carers working with them to ensure improvement where there are concerns
- Communicate any behaviour concerns to the line manager and Assistant Head

Teacher.

- Present cases to the line manager and Assistant Head where additional support is required, seeking to work in partnership with colleagues offering additional needs support
- Collate and record work for students who are excluded or withdrawn from the school/college
- Liaise with parents and staff on the pupils' behaviour and welfare matters keeping them informed regarding disciplinary issues and actions, including the use of standard letters.
- Respond to parental enquiries and follow up, logging date, time, reason, and action
- Ensure all pupil records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff.
- Assist with the preparation of pupils reports and liaise with admin/clerical team in the production of all student assessment data and standard/general letters home.
- Carry out student supervision duties immediately before and after the Academy day, and at break and lunchtimes
- Participate in Pastoral Team meetings and other meetings relevant to the year group
- Participate in annual reviews of performance providing clear evidence of impact
- Participate in training as appropriate
- Invigilate examinations as and when required
- Take initial responsibility for Child Protection matters in the year group working with the designated Child Protection Lead Officer.
- Directly work and report to the Assistant Head and line manager on a daily basis
- Support the pupils with their enrichment, student voice and extra curricular activities
- Assist on open days, taster sessions days and parents' evenings
- Take responsibility for a specified task across the year groups as agreed with the Head Teacher and Line Manager
- Maintain high standards of behaviour expectation within the classroom

Pastoral Welfare Tutor - Personal Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Level 3 NNEB, CACHE, BTEC or NVQ in an education qualification • GCSEs in English and Math grades A*/9 – C/4 or equivalent • First Aid trained • Safeguarding knowledge and training • Experience of working within the education sector for more than one year 	<ul style="list-style-type: none"> • Evidence of personal commitment to continuous professional development
Professional Knowledge & Experience:	<ul style="list-style-type: none"> • A good understanding knowledge of the National Curriculum • Knowledge of the characteristics of effective teaching and learning 	<ul style="list-style-type: none"> • Experience of providing extra-curricular clubs • Involvement in self-evaluation and

	<ul style="list-style-type: none"> • Experience of using a range of strategies to meet individual learning needs • Understanding of a range of diverse and additional Special Educational Needs • Knowledge of statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEND and Child Protection. • Knowledge of behavioural and motivational strategies to promote consistent behaviour and discipline 	development planning
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Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 	
Personal Qualities:	<ul style="list-style-type: none"> • Demonstrate effective classroom practice and thorough planning, demanding expectations, clear targets for learning and effective use of assessment • Ability to use ICT for teaching, learning, assessment and record keeping • Ensure high levels of pupil interest and motivation • Make warm and open relationships with adults and children • Work as an effective team member to ensure the delivery of high quality teaching and learning • Promote consistent behaviour and discipline • Committed to safeguarding and promoting the welfare of children • Have good personal organisation skills • Be positive, creative and energetic • Communicate effectively both verbally and in writing, to a variety of stakeholders • Committed to continuing professional development • Ability to build effective working relationships • Record of reliability, punctuality and have a good health record • Effective communication and interpersonal skills 	

	<ul style="list-style-type: none">• Ability to prioritise and work to deadlines• Ability to influence and negotiate• Good record-keeping skills• Knowledge of assessment for learning, use of developmental marking and feedback• Willing to be fully involved in the life of the education community	
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The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

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You may contact us at:

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