

Tutor Job Description



Job Title: Tutor – PSHE/Careers

Accountable to: Head of School

Main Purpose:

- To tutor students in PSHE and Careers education
- To assist the PSHE teacher in delivering the new PSHE Curriculum across the college
- To assist the PSHE teacher and the college Careers lead in delivering Careers education
- To work closely with PSHE teacher and the college Careers lead to support the students to access Careers interviews and work placement opportunities
- To support the Head of School to ensure the smooth running of the College.
- Undertake such duties as are delegated by the Head of School.

Main duties:

- Tutor of PSHE & Careers
- Encouraging students to re-engage with their learning.
- Collaborating with the Examinations Officer to ensure students are given the opportunity to undertake assessments.
- Keeping the student assessment database up-to-date.
- Work in line with the college marking policy.
- Supporting students with their social and emotional well-being.
- Completing college safeguarding training and using appropriate channels for reporting concerns.
- Work collaboratively with all teaching staff in order to ensure cohesion.

Health and Safety:

- To report any Health and Safety issues, to the appropriate Health and Safety Officer.

The internal organisation, management and control of the College:

To contribute to:

- Maintaining and developing the philosophy, ethos, values and overall purposes of the College.
- To contribute to the planning process, translating College aims and policies into actions.

Staff Training:

- To take part in all mandatory training provided by the College especially around Safeguarding, Team Teach and Health and Safety etc.
- To facilitate / generate reports as required by the Acting Head of School.

To support the pastoral work of the College including Behaviour Management:

- Work closely with colleagues and lead the promotion among pupils of good standards of conduct/discipline, proper regard for authority and the encouragement of good behaviour.

Safeguarding:

- To be mindful at all times of your responsibilities regarding Safeguarding and to report any concerns on the same working day to the Lead Safeguarding Officer – Luke Gould, the Deputy Safeguarding Officer and inputting the concern onto CPOMs..
- If you make a Safeguarding referral to one of the above, before you leave work your final duty is to ask that colleague what their response to the referral was. What action has been taken?

Annual Reviews/reports:

- To provide any supporting information for Annual Reviews / meetings as required.
- To provide any information in the form of a written report as required to support colleagues attending various meetings.

Relationships:

- To work to achieve positive staff / student relationships across the College community.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses as appropriate, to concerns and problems regarding their children's educations and wellbeing.

Additional Duties:

- As a tutor you may be asked to take on additional duties as requested by the Acting Head of School.