

## Job Description – Pastoral Tutor Support Assistant

<b>Reports to:</b>	Tutor
<b>Hours:</b>	Monday – Friday / 8:30am – 4:30pm (37.5 hours pw)
<b>Type:</b>	Permanent
<b>Salary:</b>	£20,520.00

**The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to everyone's needs. We aim to offer an educational programme that is fun, practical and relevant to each individual's goals and aspirations.

Landmarks operate from several sites within Derbyshire, our main site, Eckington and a farm site in Apperknowle. We also have several satellite provisions in Rotherham, Nottingham city Centre and a "real-life" hospitality and catering facilitate in Mansfield. This enables us to provide a range of vocational opportunities including:

- Agriculture
- Horticulture
- Animal Studies
- Hospitality & Catering
- Independent Travel Training
- Art
- Independent Living Skills
- Retail
- Duke of Edinburgh
- Supported Internships
- Wildlife Management
- Work Experience

Our staff are required to work on a range of different sites. Mileage and expenses are provided for travel during the working day. All our staff must undertake an enhanced DBS check and provide two satisfactory references. They should be prepared to undertake training and development and adhere to the principles, policies, and procedures of Landmarks always.

The position of **Pastoral Tutor Support Assistant** has the following functions within the organisation:

- To support a Pastoral Tutor in the creation, preparation and management of pastoral duties, session preparation and resource creation
- To link with a Pastoral Tutor and tutor group and work with them directly for most of their working week

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- To work alongside the Pastoral Tutor during their non-contact time, to ensure pastoral duties are carried out as per tutor checklist and as directed by the Pastoral Tutor or college leadership team
- To support the Pastoral Tutor to create and maintain a purposeful, orderly, and supportive environment, in accordance with session plans and assist with the display and recording of learners work and achievements
- To support the Pastoral Tutor to maintain accurate learner records for their tutees at all times
- To be a second point of call for parents in relation to the Pastoral group
- To support the completion of individual tutee paperwork as directed by the tutor
- To support the tutor to delivery high quality sessions at all times
- To help set learning targets that stretch and challenge learners to learn new things and progress towards their goals
- To assist the tutor to implement individual learning plans, using the support plans and risk assessments to good effect
- To provide cover support for the Tutor when required
- Support learners in group sessions or on an individual basis
- Support the Tutor to resolve learner issues and concerns
- Assist learners to ensure safe and efficient arrival and departure to/from college
- Motivate and engage learners in planned activities
- Ensure learners are always safe with considerations for health and well-being
- Support learners with behaviours that may challenge and help develop strategies to overcome behavioural issues
- Assist learners with their care at breaktimes/lunchtimes
- Deliver personal care and support which meet or exceed learners' requirement, promoting independence throughout, for example helping the learner with care needs to have a shower, to go to the toilet or to care for their skin or hair
- Embed mathematics, English and ICT skills wherever possible in sessions
- Undertake training as and when necessary
- Participate in the staff appraisal process
- Attend internal meetings, briefings and other forums as required
- Promote Equality & Diversity in the curriculum area
- Carry out the duties and requirements of the post in compliance with Landmarks Equal Opportunities, Health & Safety, Child and Vulnerable Adult Protection and other policies and procedures.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with their role as a member of the team at Landmarks.

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**Person Specification: Pastoral Tutor Support Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Level 2 Maths and English (willingness to work towards)</li> <li>- IAG Level 2 (willingness to work towards)</li> <li>- Basic computer skills</li> <li>- Full UK Driving License and access to own vehicle</li> <li>- PTTLS or equivalent (willingness to work towards)</li> </ul>	<ul style="list-style-type: none"> <li>- Relevant, recent training and development</li> <li>- Learning Support Qualification (willingness to work towards)</li> <li>- MS Office expert</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience of working with adults with learning difficulties/disabilities</li> <li>- Using Databridge MIS</li> <li>- Understanding around SMART target setting</li> </ul>	<ul style="list-style-type: none"> <li>- Able to work as part of a team and communicate clearly</li> <li>- Able to understand and carry out instructions</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>- Organised and efficient</li> <li>- Able to work under instruction and independently when required</li> <li>- Good level of written English</li> <li>- Behaviour management strategies.</li> <li>- Equal opportunities</li> <li>- Safeguarding</li> <li>- Prevent (Radicalisation &amp; Extremism)</li> </ul>	<ul style="list-style-type: none"> <li>- Team Teach</li> </ul>

**In return we will offer:**

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday – plus bank holidays (pro rata – 52-week employees) - addition of 1 extra day's holiday after your third anniversary, up to a maximum of 5 additional days.

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Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be liable for the cost of a DBS if you leave within your probationary period).

To find out what makes Landmarks a remarkable place to work, visit our website [www.landmarks.ac.uk](http://www.landmarks.ac.uk), and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks, please contact a member of HR – 01246 433788/HR@landmarks.ac.uk.