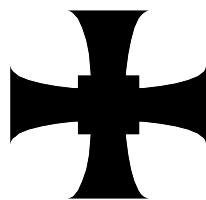


Trinity School, Carlisle



Job description

Job Title: Year Group Pastoral Tutor

Hours: 37 per week, term time
plus INSET (The salary also includes an extra 3 weeks to cover meetings and events out of hours).

Job Purpose:

- To make sure that the students are ready to learn and that they behave and work well;
- To work closely with the Senior Leadership Team, Head of Year and other Year Group Tutors, in support of the aims of the school, so that we can make a positive difference to our young people.

Key Contacts:

The key people you will work with will be the Senior Leadership Team, your Head of Year, Year Group Tutors, Form Tutors and staff of Central Office. Of course, much of your time will be spent working directly with students.

Main Responsibilities:

Improving student performance

- Helping students to resolve difficulties and concentrate their efforts on academic achievement;
- Discussing progress with a targeted group of students, giving them good support and working with them to set realistic targets;
- Monitoring students on report in conjunction with the Head of the Year;
- Working with students to improve their attendance;
- Ensuring students move sensibly and courteously along the corridors at lesson change over times and at break and lunchtime in partnership with the staff on duty within the Year Group areas.

- **Main Responsibilities continued:**

Improving student behaviour

- Supporting the Head of the Year to investigate and record disciplinary incidents, with a view to resolving them as quickly as possible;
- Updating pastoral notes and student records and providing the Head of the Year and Senior Leadership Team with information in an appropriate and confidential way

Liaising with Parent/Carers and other Agencies

- Informing parent/carers of any issues relating to disciplinary incidents when asked to do so;
- Liaising with external agencies as necessary;
- To work collaboratively with colleagues to protect and safeguard students;

Assisting with the smooth running of the School

- Supporting positive behaviour in classrooms and round the school where necessary;
- Attending Year Group assemblies;
- Attending and contributing to Year Group Tutor meetings.

Specific Responsibilities:

- To work on pastoral projects as directed by the Assistant Headteacher, 11 – 16;
- To share expertise and skills with others;
- To participate in training and other learning activities as required;
- To undertake such other duties connected with the post as may reasonably be requested.