



JOB DESCRIPTION

Title: Pastoral Accommodation Tutor (0.5 of full time)

Salary: £9 623 - £10 692 (inclusive of on-call allowance)

Responsible to: Lead Pastoral Accommodation Tutor

Job Purpose

The Pastoral & Accommodation Tutor (PAT) is responsible for the welfare and supervision of all students in accommodation. He/she will work as part of the Exeter Mathematics School (EMS) Pastoral Team to ensure that the highest standards of care and support are provided for students.

Main Responsibilities

1. Live-in supervision of students Monday to Wednesday or Wednesday to Friday during the School term and any additional residential courses and events.
2. To welcome and greet new students on arrival each week; to support students and to foster a community spirit in the residence by getting to know the students.
3. To perform a nightly round of residence; to become acquainted with students and to deal with welfare and pastoral issues, e.g. medical matters, domestic problems, arrangements for household chores, address any issues of noise or anti-social behaviour and respond to any further such issues as they arise throughout the night.
4. To report all safeguarding issues to the School's Safeguarding Designated Officer as laid out in the Pastoral Tutor's Handbook.
5. To assist the Lead Pastoral Tutor in maintaining a stock of household items and ingredients.
6. Facilitate house meetings and record the dates of meetings, students in attendance and issues raised by the postholder and the students.
7. Prepare evening meals for students, including supervising and facilitating the students' own preparation of healthy, nutritious meals.
8. To support the students in their transition to living more independently by assisting in a programme of education in life skills.

9. Provide a programme of weekly activities, where requested by students.
10. To support EMS in promoting good order and maintaining standards within the accommodation and ensure it is a friendly and welcoming environment for all students. Report any issues or incidents such as excessive noise, bullying and harassment and all other forms of anti-social behaviour to the Lead Pastoral Tutor.
11. To provide out of hours support, offer the appropriate reassurance and provide help to students in respect of any personal and/or practical issues.
12. To uphold the Terms and Conditions of the Residential Agreement at Molly Hayes.
13. Deal with disciplinary matters and issue warnings as per the Pastoral Accommodation Tutor Handbook. Report daily to the Lead Pastoral Tutor with regards to developing issues. In all such situations the incident log is to be completed as soon as possible.
14. Display an awareness of the special needs or requirements of students and liaise, if necessary, with appropriate colleagues (student's Tutor, SENCO or Deputy Headteacher) at EMS.
15. To take the appropriate action in emergency situations as per EMS's guidelines. Take responsibility for the emergency phone. In the case of emergencies, call the designated on-call member of staff.
16. Assist with distribution of communications to students in accommodation.
17. Report building faults, additional cleaning requirements and missing equipment to the Lead Pastoral Tutor.
18. To attend EMS staff/student/parents' meetings.
19. Work with other pastoral tutors to share good practice and offer support to one another on a regular basis.

Additional Duties

1. Promote a teaching, learning and working environment that is free from discrimination where all students and staff are encouraged to express their individuality.
2. Be responsible for safeguarding and promoting the welfare of students.
3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School, College or University sites or places of work.
4. Promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims.
5. Support residential students attending EMS outreach activities.