



## JOB DESCRIPTION

**Title:** Pastoral Accommodation Tutor

**Responsible to:** Lead Pastoral Accommodation Tutor

### Job Purpose

The Pastoral & Accommodation Tutors (PATs) are responsible for the welfare and supervision of all students in accommodation. They 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

- A. To ensure the smooth running of boarding accommodation
- B. To ensure students are appropriately cared for and are safe whilst living at EMS
- C. To support students to become ready for independent living

#### **A. To ensure the smooth running of boarding accommodation**

- 1. To provide live-in supervision of students Monday to Thursday during the School term and for additional residential courses and events.
- 2. To maintain a stock of household items and ingredients.
- 3. To facilitate house meetings and keep records.
- 4. To organise regular social events for students.
- 5. To uphold the Terms and Conditions of the Residential Agreement with the landlords.
- 6. To assist with distribution of communications to students in accommodation.
- 7. To report building faults, additional cleaning requirements and missing equipment.
- 8. To attend EMS staff/student/parents' meetings and contribute towards student reports.

9. To work with other pastoral tutors to share good practice and offer support to one another on a regular basis.
10. To complete regular training and take part in research to develop best practice for boarding provision.
11. To communicate effectively within the pastoral team and with day staff as needed.
12. To communicate regularly with the parents of boarding students
13. To log student process and concerns in CPOMS.

**B. To ensure students are appropriately cared for and are safe whilst living at EMS**

1. To welcome and greet new students on arrival each week.
2. To get to know the students and to deal with welfare and pastoral issues, referring them for additional support when needed.
3. To foster a community spirit in the residence and ensure it is a friendly and welcoming environment for all students.
4. To complete student registration three times a day.
5. To report all safeguarding issues to the School's Safeguarding Designated Officer as laid out in the Pastoral Accommodation Tutor Handbook.
6. To provide out of hours support, offer the appropriate reassurance and provide help to students in respect of any personal and/or practical issues.
7. To deal with disciplinary matters and issue warnings as per the Pastoral Accommodation Tutor Handbook.
8. To report daily to the Lead Pastoral Tutor with regards to developing issues or incidents. In all such situations the incident log is to be completed as soon as possible.
9. To adapt provision to meet the needs of those with special needs or requirements; liaise, when necessary, with appropriate colleagues (student's Tutor, SENCO or Deputy Headteacher) at EMS.
10. To take the appropriate action in emergency situations as per EMS's guidelines. In the case of emergencies, call the designated on-call member of staff.

**C. To support students to become ready for independent living**

1. To teach, supervise and guide students in the preparation of healthy, nutritious meals.
2. To teach students about personal hygiene when needed.

3. To ensure all students know how to and are able to use a washing machine, cook, clean their bathroom etc..
4. To teach students how to manage and avoid conflict in a shared living space.
5. To support students to establish rotas and ways of working which lead to a harmonious co-habitation.

**D. 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 appropriate 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.