

JOB DESCRIPTION

Title: Student Support Tutor
Responsible to: Deputy Safeguarding Lead - Pastoral

Job Purpose

To ensure that all students are supported, enabling them to thrive in the EMS environment and therefore excel in their studies.

Main Responsibilities

1. To monitor and promote the welfare of students.
2. To assist the Deputy Safeguarding Lead and contribute towards the development of pastoral care in the school.

1. Monitor and promote the welfare of students

- 1.1 To meet regularly with boarding students, those with a long commute and other students with specific needs.
- 1.2 To keep accurate records and notify staff of emerging student issues.
- 1.3 To support students that have been absent from school, establishing reasons for absence and supporting them to return successfully.
- 1.4 To be available to provide support to students as needed
- 1.5 To be alert to safeguarding concerns and to take appropriate action

2. Assist the Deputy Safeguarding Lead and contribute towards the development of pastoral care in the school

- 2.1 To work closely with the Deputy Safeguarding Lead and other members of the pastoral team to ensure that students' needs are met
- 2.2 To contribute ideas and insights into regular reviews of pastoral provision
- 2.3 To be proactive in improving the support for students and the functioning of the pastoral team

3. Additional Duties

- 3.1 To provide reception cover during lunchtimes and periods of staff absence
- 3.2 To act as a fire warden in the event of a fire alarm
- 3.3 To administer first aid
- 3.4 To promote a teaching, learning, and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality
- 3.5 To be responsible for safeguarding and promoting the welfare of students
- 3.6 To maintain the confidentiality of staff and student/family information
- 3.7 To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work
- 3.8 Promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims