

JOB DESCRIPTION

POST TITLE	:	Pastoral Mentor (Term Time Only)
SALARY	:	Up to £27,128 pro rata
RESPONSIBLE TO	:	Head of Safeguarding & Wellbeing
CLOSING DATE	:	5.00pm, Monday 2 February 2026
INTERVIEW DATE	:	Friday 13 February 2026

Main Purpose of the Post

The Pastoral Mentor will work primarily on a 1:1 basis with students to deliver mentoring sessions and support. The main purpose of the role is to work effectively in the support of identified students to provide targeted, solution focused, task centred sessional work to improve student motivation, wellbeing and behaviour. The postholder will also run occasional workshops for small groups of students with a pastoral focus.

Responsibilities

- 1 To act as first point of contact for pastoral concerns.
- 2 Support vulnerable students and adults facing mental health concerns alongside a range of other concerns.
- 3 Effectively manage and report on a case load of students in line with best practice
- 4 Liaise with lecturing staff, support staff and other Learning Support staff to effectively support students.
- 5 Maintain accurate, timely, student records.
- 6 Ensure that the needs of the student are met appropriately within the College environment. Liaise with staff to ensure that Health and Safety requirements are met.
- 7 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 8 To undertake invigilation duties from time to time.
- 9 To carry out such other duties as the Principal may reasonably require.

PERSON SPECIFICATION

POST: Pastoral Mentor

DIVISION: Safeguarding & Wellbeing

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	Good general education including a qualification to at least level 3	E	Application form
2	Literacy/Numeracy qualification to at least Level 2, or commitment to complete within first year of employment	E	Application form
<u>KNOWLEDGE/SKILLS</u>			
1	Ability to work on own initiative and as part of a team	E	Application form/ Interview
2	Excellent written and oral communication skills	E	Application form/ Interview
3	Excellent IT skills	D	Application form/ Interview
4	Excellent organisation and planning skills	E	Application form/ Interview
5	Awareness of Safeguarding Legislation	E	Application form/ Interview
<u>EXPERIENCE</u>			
1	Experience of working with children & young people	E	Application form/ Interview
2	Experience of Microsoft Office applications	D	Application form/ Interview
3	Experience of working within an educational setting	E	Application form/ Interview
<u>PERSONAL</u>			
1	Commitment to the delivery of excellent support to our students	D	Interview
2	Excellent communication skills	E	Application form/ Interview

3	Good teamworking skills and commitment to teamworking	E	Application form/ Interview
4	A commitment to ongoing professional development	D	Application form/ Interview
5	Enthusiasm for the role of further education in building and changing lives	D	Application form/ Interview
<u>STANDARD COLLEGE REQUIREMENTS</u>			
1	Commitment to College's Single Equality and Health & Safety Policies	D	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	D	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*