

JOB DESCRIPTION

JOB TITLE:	Pastoral Co-ordinator – Home Education Hub
REPORTS TO:	Deputy Principal
SALARY:	SSP11 £28,634pa FTE. Actual £25,228pa
CONTRACT:	Fixed Term to January 2027 (with the possibility of it continuing dependant on the success of the hub)
WORK PATTERN:	37hours Term Time + 1 week (200 days)

Purpose of the Role

The Pastoral Coordinator - Home Education Hub will coordinate the daily running of the Home Education Hub and provide personalised wrap-around support for home-educated learners. This includes safeguarding oversight, pastoral support, family liaison, study skills development, organisation of sessions, data recording, attendance monitoring, and basic learning support in literacy and numeracy. The postholder will ensure the Hub is a safe, structured, and welcoming environment where students can thrive academically, emotionally, and socially.

Key Responsibilities

Hub Coordination & Operations

- Coordinate the smooth daily running of Hub sessions and activities.
- Organise rooming, timetables, and session logistics to meet learner needs.
- Act as first point of contact for students and families accessing the Hub.
- Ensure the Hub environment is calm, inclusive, and supports learning.

Pastoral Support & Safeguarding

- Provide 1:1 and small-group pastoral support sessions
- Support wellbeing, emotional development, and positive relationships.
- Hold key safeguarding responsibilities; identify, record, and escalate concerns.
- Support students with barriers to learning and coordinate interventions.

Study Skills, Learning Development & Basic Support

- Deliver study skills sessions, including organisation, planning, and learning styles.
- Provide basic literacy and numeracy support (non-teaching).
- Reinforce strategies shared by tutors to promote progress and independence.

Family Liaison & Communication

- Build positive, trusting relationships with families.
- Communicate regularly regarding progress, attendance, engagement, and wellbeing.
- Support families with transitions, exam entry processes, and routines.

Collaboration & Professional Liaison

- Work closely with Tutors to share information, coordinate support, and monitor progress.

- Liaise with external agencies and the Local Authority as required.
- Contribute to marketing and community engagement activity relating to the Hub.

Data Recording & Quality Assurance

- Maintain accurate records of attendance, engagement, progress, safeguarding notes, and interventions.
- Contribute to quality assurance processes, reports, and evaluation of the Hub.
- Support with Access Arrangements administration.

IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:

- Support effective safeguarding of all young people throughout the College
- Attend as necessary, meetings of all College Staff
- Adhere to College Policies and procedures e.g. Equality and Diversity; Health and Safety
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee Signature **Date.....**

Line Manager..... **Date.....**

Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

Qualifications	Desirable /Essential	Assessment Method
Honours Degree or equivalent (or substantial relevant work experience)	E	AF Q
Good standard of Level 2 education – 5 A-C 4- 9GCSE's including Maths and English	E	AF Q
Training in education, youth work, or family engagement	D	AF I
Skills & Abilities	Desirable /Essential	Assessment Method
Ability to build trusting, professional relationships with students and families	E	AF I
Outstanding communication and listening skills, with empathy and active listening skills	E	AF I
Ability to work independently, prioritise workload, and adapt flexibly	E	AF I
Strong organisational skills, including accurate data recording	E	AF I
Creative and resilient approach to engaging learners	E	AF I
Ability to motivate and re-engage learners through innovative approaches	E	AF I
Ability to plan and deliver study skills or personal development session in 1 to 1 and group settings	E	AF I
Experience & Knowledge	Desirable /Essential	Assessment Method
		AF

Experience of supporting young people in an educational, youth work, or pastoral setting	E	I
Knowledge of barriers to learning and strategies to overcome them	D	AF I
Experience of working with families or in community engagement	D	AF I
Understanding of safeguarding, child protection, and SEND	E	AF I
Familiarity with post-16 pathways and progression routes	E	AF I
Particular Requirements	Desirable /Essential	Assessment Method
Commitment to safeguarding, equality, and inclusivity	E	AF I
Flexible approach to working hours to meet family and learner needs	E	AF I
Commitment to continuous professional development	E	AF I