MOORLANDS COLLEGE

Job Description and Person Specification

Job title:	Tutor (MCC). Female only applicants * See Occupational Requirements
Reporting to:	Student Welfare Manager
Staff reporting:	None
Based:	Moorlands College Campus, Sopley, Christchurch.

Hours:

Fixed term contract from 4th Januray 2027 to 30th June 2027 (6 month period).

Term time only.

Annualised Hour contract – based on approximately 10 hours a week. Further details of the Task allocation can be shared with candidates at interview.

Availability required on campus Wed and Thursday afternoons from midday and online on Fridays 11-12pm. Additional hours variable subject to student needs between the hours of 8am to 6pm Tues to Friday.

Purpose:

To provide a main point of contact for both pastoral and academic support to assigned students, to develop a quality working relationship, encouraging their personal development and discipleship in line with the holistic nature of Moorlands College training.

Key duties will include:

- To organize and attend weekly Discipleship Group time and fortnightly Community Group time.
- To be a regular point of contact and support for students in the Tutor Group. To be commited to praying regularly for the students in the Tutor group.
- To be a point of contact for female students in the Tutor Group and to provide support for specific issues that may arise for female students
- To conduct regular face-to-face (for campus based) or online (for remote) tutorials with assigned students. These may be up to half an hour in duration per student, five times across the academic year.

- To manage and coordinate any general issues involving each assigned student's welfare. This includes writing and updating Progression Plans with students and Student Welfare Manager.
- To work with relevant staff to address issues arising with assigned students, including supporting Student Conduct Panel processes.
- To regularly check each assigned student's portfolio and make sure they are meeting the requirements at each stage during the year.
- Attendance at End of Year Celebrations and other events in support of Students.
- Completion of mandatory training as required by Moorlands College

Updated Nov 2026

Person Specification for Tutor (MCC)

Tutor (MCC) - Female	Essential (E) Desirable (D)
Qualifications	
Undergradute degree	E
Undergraduate degree in Theology or related subject	D
Youth Work qualification	D
Experience	
Providing pastoral support for young people or adults in a church or faith based setting.	E
Leadership or Ministry in small groups	E
Working in a educational institution supporting students OR Recent experience of academic study in HE.	E
Working and supporting young adult / adult females with issues specific to the female gender.	D
Skills and Competencies	
Excellent communication skills, both oral and written	E
A working knowledge of Word, email, Teams, One Drive and Apple Mac hardware or a willingness and ability to learn	E
Knowledge of academic frameworks and referencing	E
Ability to prioritise tasks, organise and provide leadership to a small group	E
Good listening / reflective skills	E
Ability to maintain records and notes in line with the College's GDPR policy	E
Understanding of Progression / Development planning and associated tools to support student's learning and growth.	D
Personal qualities	

Positive, approachable and empathetic	E
Reliable and proactive	E
Appreciation and ability to work within the college's policies	E
Ability to work independently as well as part of a team	E
A commitment to continuous professional development	E
*The Tutor post carries an Occupational Requirement: 1. that the post-holder is of female gender, to be a point of contact for. female students in the Tutor Group and to provide support for specific issues that may arise for female students..	E