

## **JOB DESCRIPTION**

**Post Title:** Pastoral Support

**Area:** Pastoral

**Name:**

**Disc Level:** Enhanced

**Managed by:** Head of House / Pastoral Leader

**Responsible to:** Headteacher, Governors

### **PART ONE: PERSONAL AND PROFESSIONAL CONDUCT**

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

**Maintain high standards of ethics and behaviour, within and outside school, by:**

- Treating others with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

**All employees must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.**

**All employees must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.**

***The duties outlined within this job description may be modified by the Headteacher in consultation with the post holder to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be assessed against the relevant standards above.***

***This post is subject to the schools Performance Management Policy, Quality Assurance Policy and Health & Safety Policy along with all other school policies outlined in the School's Handbook.***

---

**General.**

All employees must make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. They must act with honesty and integrity, be self-critical; forge positive professional relationships; and work with parents and teachers in the best interests of pupils.

**1 Set high expectations which inspire, motivate and challenge pupils**

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

**2. Make accurate and productive use of SIMS**

- know and understand how to access relevant information for the post in which you operate.

**3. Assist in managing behaviour effectively to ensure a good and safe learning environment**

- Operate within the rules and routines for behaviour in the school, and take responsibility for promoting good and courteous behaviour both in and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

**4. Fulfil wider professional responsibilities**

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Manage use of time effectively
- communicate effectively with parents with regard to pupils' achievements and well-being.

**Support staff leaders will also;**

- Contributing significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Having an extensive knowledge and understanding of how to use and adapt a range of strategies, including providing opportunities for all staff to achieve their potential.
- Having an extensive knowledge and well-informed understanding of the areas for which they have responsibility.
- Having up-to-date knowledge and understanding of wider impact of their work.
- Having sufficient depth of knowledge and experience to be able to give advice on the development and well-being of staff.
- Be flexible, creative and adept at solving problems within their areas of responsibility and developing the effectiveness of the team.
- Promoting collaboration and working effectively as a team member.
- Contributing to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

## Responsible for: Pastoral Support for Students of Mosslands School

<ul style="list-style-type: none"> <li>Responsible for the close supervision of students in a wide variety of personal, disciplinary, emotional and educational situations and to assist students through school's re-integration process.</li> </ul>
<ul style="list-style-type: none"> <li>Deputise on behalf of the Head of House in matters relating to the management of students which includes direct contact with parents, 1:1 supervision of students, discipline and to communicate directly with parents regarding exclusions on the instructions of the Head of House or senior members of the SLT.</li> </ul>
<ul style="list-style-type: none"> <li>Responsible for the day to day administration of the House/ Pastoral Office / Hub including the allocation of work to Head and Assistant Head of House.</li> </ul>
<ul style="list-style-type: none"> <li>To represent the House Office at school events including New Parents Evening in conjunction with the Head and Assistant Head of House</li> </ul>
<ul style="list-style-type: none"> <li>To work in compliance with school policies and procedures for example:- Every Child Matters, Health &amp; Safety, Child Protection, Equal Opportunities, Data Protection, Anti Bullying and SEN policies.</li> </ul>
<ul style="list-style-type: none"> <li>Responsible for the management of student behaviour on a daily basis i.e. students sent to house office, daily reporting, collecting of students from lessons and supervision of students temporarily excluded from lessons.</li> </ul>
<ul style="list-style-type: none"> <li>Key worker responsible for liaising with parents regarding student issues in relation to behaviour incidents or other school issues for example, school uniform, footwear and parental consent. To manage effective communication with Head of House and staff regarding behaviour.</li> </ul>
<ul style="list-style-type: none"> <li>To establish and maintain effective lines of communication, verbally and written, between pupils, parents, staff, working partners and outside agencies, acting as a reference point of contact regarding students within the designated house.</li> </ul>
<ul style="list-style-type: none"> <li>To work in conjunction with the Head of House to provide information and where necessary, deputise for the Head of House, when attending multi agency meetings, including all student related reviews/meetings i.e PEP's, TAC's and core meetings.</li> </ul>
<ul style="list-style-type: none"> <li>To promote and manage the credit/merit system for Key Stage 3 &amp; 4. Record performance through the SIMS Behaviour management system and produce statistical information as requested.</li> </ul>
<ul style="list-style-type: none"> <li>Organise and prepare on a weekly basis, behaviour and home work logs including other vital information for parents as requested and distribution via emails, fax or post.</li> </ul>
<ul style="list-style-type: none"> <li>Key worker responsible for providing administration support to House staff for example:- the dissemination of documents, minute taking as requested, word processing, filing, student information, reporting process, monitoring punctuality/attendance and data entry to school management system for KS 3 and KS 4.</li> </ul>
<ul style="list-style-type: none"> <li>Organise and plan charity events for the House Office which includes the production of information and photographs for display throughout the school and on the school website.</li> </ul>
<ul style="list-style-type: none"> <li>Promote and contribute to the school's profile in the local area through student achievements and contributions to the local community via House Assemblies and invited guests.</li> </ul>
<ul style="list-style-type: none"> <li>To support students with long term sickness by arranging the collection and delivery of work.</li> </ul>
<ul style="list-style-type: none"> <li>Organisation of House social visits and events, to include the creation to supporting paperwork and which may involve the collection of payments. .</li> </ul>
<ul style="list-style-type: none"> <li>To provide paperwork and information in conjunction with educational trips organised by Gifted and Talented / Aim Higher co-ordinator.</li> </ul>
<ul style="list-style-type: none"> <li>Key worker responsible for compiling of Records of Achievement/Progress Files appertaining</li> </ul>

to the House at the end of a student' academic career.
<ul style="list-style-type: none"> <li>• Key worker responsible for collection of data regarding careers pathways at Post 16 and disseminating the information to staff and Connexions Officer</li> </ul>
<ul style="list-style-type: none"> <li>• To represent the Head of House at all relevant meetings or conferences and to deputise in their absence as and when required.</li> </ul>
<ul style="list-style-type: none"> <li>• Key worker responsible to the Head of House and SLT to ensure the collection of data required by teaching staff in relation to Parents events, such as parents' evening and Year 11 review / clearance days.</li> </ul>
<ul style="list-style-type: none"> <li>• Responsible for managing first aid and medical concerns where appropriate and ensuring appropriate levels of stock and records are maintained in line with the School Policy.</li> </ul>
<ul style="list-style-type: none"> <li>• Responsible for creating and maintaining displays of information outside the House Office.</li> </ul>
<ul style="list-style-type: none"> <li>• Responsible for administering paracetamol and completion of relevant paperwork/recording in line with the school policy.</li> </ul>
<ul style="list-style-type: none"> <li>• Any other reasonable duties as deemed necessary by the Head Teacher.</li> </ul>

---

**Signed by employee:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signed on behalf of school:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_