



Advert

Chipping Norton School is looking for the right person to take on the role of:

Pastoral Assistant

Permanent post

Grade 7 £21,074-£23,111 pro rata

37 hrs per week (term time only)

Required as soon as possible a Pastoral Support Assistant to support our Pastoral Year teams. The successful candidate's duties will include responsibility for maintaining pupil records, dealing with student enquiries and providing clerical support for Heads of Year. This post calls for strong interpersonal skills combined with discretion and a high level of accuracy. Excellent ICT and word processing skills are essential, and a knowledge of SIMS school database is desirable – however training will be given.

If you are interested, please complete a Chipping Norton application form and include a letter outlining your reasons for applying and your suitability for the role. Application forms and details are available on the school website or from Morag Robinson (01608 649500 or office.4010@chipping-norton.oxon.sch.uk) The closing date for receipt of applications is 18 March 2019. Visits, by arrangement, are warmly welcomed.

Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. Chipping Norton School is an equal opportunities employer.

CHIPPING NORTON SCHOOL – JOB DESCRIPTION				
Job Title	Pastoral Support to Head of Year		Department	Pastoral
Reporting to	Head of Year and Deputy Headteacher		Weeks per year	40 (38 term weeks, 1 Inset week and 1 extra week)
Hours per week	37	Grade	Grade 7	Hours of Work
				8.30-4.30pm (M-Th) 8.30-4.00pm (F)

Brief Description

The core purpose of the Pastoral Assistant is to support the Head of Year in securing the learning and welfare needs of students in their care.

The work schedule will include the following main responsibilities:

Student Welfare and Discipline

- Monitor the progress of students specifically designated by the HOY/Deputy Headteacher.
- Support the HOY with the EHA/TAF process
- Attend year assemblies/registration time as appropriate
- Make contact with parents on behalf of the HOY whenever necessary
- Liaise with external professionals, arranging case conferences/meetings
- Alert the HOY and Deputy Headteacher of any safeguarding issues
- Provide supervision before, during and after school.
- Support behaviour management, Code of Conduct and school policies to enable teachers to focus on teaching and learning.
- Regular liaison with the SENCO re interventions for students
- Set up and distribute round robins on pupils when tutors, teachers or parents have concerns and follow up afterwards.
- Communication regularly with tutors
- Support the School Detention and E1 Rota
- Attend staff briefings on a rotation with other PSAs

Administration

- Investigate incidents and collation of statements. Informing parents and updating SIMS
- Provide appropriate administrative support for tutors.
- Create and distribute agenda and clerk Year Team meetings.
- Carry out filing for the year group
- Support the HOY in monitoring attendance
- Maintain/update SIMS database of student information
- Organise, administer and communicate detentions to staff, students and parents. Updating SIMS.
- Organise in year admissions
- Organise, administrate Awards evenings (once a year)

Parent Teacher Consultation

- Administrate and organise year group PTC
- Hold a register and collate and distribute the statistics to staff.
- Collate Data Collection Sheets

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In a case, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by N.J.C. Conditions of Service, section three, para 35)

Reviewed February 2019

