

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

### **Brief Description**

The core purpose of the Pastoral Support 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 termly celebration events

### **PTC**

- 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 October 2019**