**GOSFORD HILL SCHOOL**

**JOB DESCRIPTION**

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| **Post Title:** | Pastoral Assistant  |
| **Accountable to:** | Assistant Headteacher (Student Behaviour, Safety & Welfare) |
| **Line Managed by:** | Student Services Manager |
| **Start Date:** |  |
| **Hours:** | 32.5 hrs/wk. 38 weeks08..45 – 3.45Including a 30 min unpaid lunch break |
| **Salary:** | LGPS Grade 7 |

**JOB PURPOSE**

* To support House Leaders in the management, monitoring and promotion of positive behaviour and safeguarding across the school.

**OBJECTIVES**

To be accountable for:

* Following up incidents involving students, ensuring statements are taken and, in with support and advice from AHT/HLs, ensure appropriate follow up
* Recording bullying and isolation incidents
* Ensuring that students, parents/carers, staff and external agencies (where appropriate) are aware of incidents and follow up actions

**MAIN DUTIES**

* Oversee day to day incidents of student behaviour ensuring that statements are taken and follow up actions are put in place and monitored
* Ensure that students, staff, parents/carers and external agencies (where appropriate) are aware of incidents, follow up actions and monitoring
* Pro-actively support **anti bullying** strategies across the school
* Investigate bullying incidents, put in place appropriate support/sanctions and ensure that they are documented and recorded on the school tracking system (victim, bully, type, FSM/PP, SEN, Gender, year group)
* Check Behaviour Tracking System and take appropriate action
* Support behaviour in classrooms/around the school and work positively alongside learners where appropriate
* Support early intervention to help students improve behaviour/safeguarding
* Support restorative meetings
* Support exclusion process to enable decision to be made by the Headteacher
* Assist, organise and follow up students ‘on report’ where necessary in regard to unwanted behaviour
* Manage isolation when appropriate
* Liaise and meet with parents about progress of behaviour (in conjunction with Student Services manager and AHT Student Support)
* Support work on **CAF/TAC**
* Provide appropriate support to improve attendance and uniform
* Support the Transfer Process and in year admissions
* Support organisation of school events E.g. Parent Consultation Evenings
* Support examinations when required
* Develop skills, knowledge and experience through CPD in order to keep up to date with developments in supporting students – particularly those with behavioural difficulties.

#### **Support for the School:**

* Where appropriate, attend regular whole school and team meetings
* Undertake appraisal, training and mentoring
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the School.
* To flexibly work with the Line Manager concerning work time arrangements

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

* To be part of and promote a positive and pro-active health and safety culture;
* Undertake necessary health and safety training;
* Ensure you are familiar and comply with the School’s health and safety policies and procedures;
* Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
* Follow all appropriate safety instructions and use safety equipment provided;
* Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
* Support your line manager in the delivery of good health and safety practice and the minimising of risks;
* Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
* Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Last updated: March 2017

Signed :……………………………………….. Date ;……………………………

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senor Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation