



Colston's Girls' School
'Responsibility, Respect, Resilience and Curiosity'

JOB TITLE:	Pastoral Support Team Member
Reports to:	Head of House(s), AP Behaviour and Welfare
Salary scale:	VT Grade 8 £22,658 pro rata
Hours/term:	8.15 - 3.45 (core hours, 35 hours) + 2.5 hours flexibly each week (Term Time + 10 days, as agreed with line manager)

Job Purpose

To identify and work CGS students in school who are experiencing a range of social, emotional and behavioural problems to ensure that they have the support they need to meet their potential positively, support the CGS core values and play a positive role in the CGS school community.

The post holder will tackle difficulties at an early stage and support the school in identifying students and their families who require more specialised help and support when necessary.

Principal Accountabilities

- To provide a range of intervention strategies to identified students that will develop the student's emotional health and well-being and improve their ability to access the learning and leadership opportunities available within the school environment. This may include: one to one support with individual students; group work; classroom observations; work with staff; liaison with the student's family where appropriate.
- To provide constructive challenge and support to senior leaders and staff in the school to avoid exclusions where possible and to ensure that school policies and practices are fully inclusive
- To empower students to resolve problems themselves drawing on their own personal resources and the resources of the school, family and community.
- To assess student's needs as required and make referrals to appropriate professionals so that needs can be met.
- To liaise and meet with the families / carers of students and identify support at home as required so that identified needs of the student can be met.
- To work with school staff e.g. Head of Houses, tutors, SENCO, PSHE, CEIAG, EAL specialist, school nurse, Attendance Officer and multi-agency partner organisations (e.g. police, social services, HOPE school,

alternative provision etc.) to ensure that support offered is planned, co-ordinated and information shared responsibly

- To provide ongoing feedback to the Head of House/form tutors
- To organise, attend & minute multi-agency meetings /school meetings as required
- To ensure that all students are safeguarded and that the senior DSL / Head of House are notified immediately of any student at risk of suffering significant harm.
- To be familiar with the indicators of neglect, FGM, radicalisation, extremism and CSE and act appropriately according to CGS policy
- To manage data and information to ensure effective support for students and monitoring of progress including the maintenance of up to date and accurate records; the effective sharing of information within established protocols and the maintenance of management information.
- To instigate student behaviour for learning reports as necessary
- Be able to manage data (including attendance, behaviour, rewards etc) & identify appropriate actions – ensuring that accurate records (including interventions & impact) are held on SIMs.
- Oversee attendance for specific year groups working with the Attendance Officer, promoting good attendance and ensuring registers are properly maintained & actively follow up attendance issues.
- To organise and lead detentions as necessary
- To carry out any other duties as required commensurate with the post e.g. supervision of Internal Exclusion area, before school/break/lunch duties and enrichment support
- To support whole school events such as Prize Day, Commemoration, Carol Concert
- To organise / participate in school trips, visits and activities as required – in particular support / lead House activities / competitions / assemblies

This job description sets out the key outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes.

Colston's Girls' School is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.