

## Job Description

Job title	Years 8 and 9 Welfare & Behaviour Lead - Pastoral Assistant	Grade	LBR 5 (22-25)
School	Oaks Park High School		
Reports to	Student Services Manager		
Responsible for			
Purpose of job			
Main duties and responsibilities			
<p><b>General responsibilities for all in the Student Services Hub:</b></p> <ul style="list-style-type: none"><li>• To be based in the central location of the Student Services Hub unless; on duty in the Focus Room, Uniform Detention, or called to support a student in a lesson or around school, or as directed by the Student Services Manager</li><li>• To ensure all students across Y7-11 are wearing their safeguarding lanyard and that it is not defaced or unable to deliver its function</li><li>• To support high standards of uniform, presentation and positive behaviours and interactions with all members of the school community</li><li>• To act as the first port of call and gatekeeper for students to report to when seeking welfare assistance so accurate records can be kept and behaviours of concern followed up with Pastoral Leaders</li><li>• To provide support during exams or other significant events to ensure the smooth delivery and consistency in approach</li><li>• To role model the highest standards of team skills to ensure the effective delivery of the highest quality pastoral support for all stakeholders</li><li>• To cover for colleagues in the Student Services Hub when required (absent from the Hub, already engaged with another stakeholder etc...) so that standards can be upheld</li><li>• Ensure that telephone calls, radio calls and letters/emails from stakeholders are answered without delay and followed up in a timely manner as required with the appropriate staff</li></ul> <p><b>Specific responsibilities of the role:</b></p> <ul style="list-style-type: none"><li>• Support and intervention for critical incidents relating to Year 8 and Year 9 students.</li><li>• Compilation of investigation reports taking into account the views of all stakeholders involved and ensuring the paperwork is completed in a timely manner and passed on to the appropriate staff</li><li>• Oversight of internal and external exclusion administration including triaging of incidents and ensuring the paperwork is completed in a timely manner and passed on to the appropriate staff</li><li>• Organisation of reintegration and post exclusion meetings and attending meetings as required to keep accurate minutes of the discussion points and place on record</li><li>• Keeping accurate records and updating the appropriate HoY on any issues relating to students in their year group on a daily basis as required based on the seriousness of the issue</li><li>• Tracking of behaviour related interventions and ensuring that positive behaviour information is shared and celebrated on a weekly basis with staff</li><li>• Lead on Pastoral Support Plans (PSPs) and Behaviour Profiles for students in Year 8 and 9</li></ul>			

- Supporting the Head of Year and Curriculum Team Leaders with the planning of resolution meetings
- Resourcing of work for students serving fixed period exclusions to be sent home no later than the end of the day prior to the first day of the exclusion
- Allocation of students to the Focus Room in liaison with appropriate senior staff and supporting students exiting the Focus Room with resolution process
- Supporting students undertaking respite placements from other schools from Years 8 and 9
- Helping to organise assemblies and other gatherings of students from Years 8 and 9 as required by the HoY
- Supporting the smooth organisation of the Year 8 Options process and start of GCSE courses as required by the HoY and other key staff

***Any other tasks as directed by the Headteacher, Senior Leadership Team and/or Heads of Year which fall within the remit of this post and the needs of the Student Support Services Team, as duties and responsibilities of the post may change over time as requirements and circumstances change. Duties will not be carried out in one office and will cover different parts of the school. The job description does not form part of the post holder's contract of employment.***