

DOVER GRAMMAR SCHOOL FOR BOYS

Pastoral Support Officer Job Description

All job descriptions are current at the date shown, but, following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher and/or line manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and those who contact the school virtually (Teams, Zoom etc.), by email and by telephone. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

JOB OVERVIEW

Post	Pastoral Support Officer – Key Stage 4
Core Purpose	<ul style="list-style-type: none"> To ensure the highest standards of student welfare To support in maintaining effective discipline in the school. To provide on-going support in matters of disruptive or anti-social behaviour as required
Contract Type	<ul style="list-style-type: none"> Term time permanent contract plus 5 INSET days (39 weeks a year) Kent Range 6 £23,801 - £25,262 (Pro rata to working hours) Actual salary £20,933 – £22,218
Hours	<ul style="list-style-type: none"> 8.10am-4.10pm Monday to Friday 37.5 hours a week including 30 min unpaid lunchbreak
Line Management	Line managed by Assistant Headteacher for Key Stage Four

MAIN RESPONSIBILITIES

Responsibilities	Indicative tasks / actions / areas covered
To take a lead role and be pro-active in supervision of students outside of lesson time	<ul style="list-style-type: none"> This will include the periods at the start and the end of the school day to co-ordinate the welfare of students on the way to and from school Having an active and visible presence at the entrances to the school in co-ordination with the other PSO It will include break-time and lunch-time duties each day, and liaising with other duty staff as appropriate Establishing / changing duty areas as required, such as supporting with students entering the hall for assemblies and exams To support with calm movement of students during lesson changeovers.
Monitor lateness and attendance	<ul style="list-style-type: none"> To support with late students and attendance matters by keeping detailed records and liaising with parents and external agencies as required.
Maintain a range of records and information, ensuring it is readily available, accurate and up-to-date and to issue it as required	<ul style="list-style-type: none"> Keep a record of communication and meetings with parents and others concerning a student Monitoring and recording of students who have been removed from lessons Disseminate information to relevant staff.
Supporting Director of Key Stage to ensure behaviour is monitored and matters of poor	<ul style="list-style-type: none"> To visit lessons as required to support with behaviour matters To monitor students on report, support form tutors and contact parents as required To support with the sanctioning of students across all key stages

behaviour are dealt with swiftly	<ul style="list-style-type: none"> Communicate effectively with colleagues.
To support with investigating incidents and provide detailed outcomes	<ul style="list-style-type: none"> This could include safeguarding, racial, homophobic and bullying incidents, physical assault, e-safety, extremism and radicalisation, loss/theft of items To support with any screening, searching or confiscation in line with school policies.
To promote close working relations with the local community	<ul style="list-style-type: none"> To respond to concerns from local residents and shopkeepers Liaising as required with the Police, school transport providers, local schools – both secondary and feeder primaries, leisure facilities and local charitable organisations.
Promote drug, alcohol and substance abuse awareness programmes	<ul style="list-style-type: none"> Through the use of assemblies and contributions to the PSHE programme.
To support students with particular difficulties	<ul style="list-style-type: none"> Work to support students with problems such as anger management or low self-esteem.
To liaise with the relevant range of staff on a regular basis	<ul style="list-style-type: none"> To attend relevant meetings with Assistant Headteacher for Key Stage Four, parents, outside agencies and senior leadership group.
Adhere to school policies and procedures	<ul style="list-style-type: none"> Ensure that behaviour of students is in line School Behaviour Policy Have high expectations of all students Keep abreast of relevant legislation
On occasions supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved in a supportive environment	<ul style="list-style-type: none"> Register classes Inform class of work set Distribute resources if appropriate Collect completed work and return to appropriate staff Provide objective and accurate feedback to teachers and students.

FURTHER RESPONSIBILITIES

Communications / Meetings	<ul style="list-style-type: none"> To alert Directors of Key Stages and SSM to problems arising with individual students in accordance with whole school policies To engage positively in meetings with colleagues, students and parents. To attend JPD sessions as agreed with your Line Manager.
Additional Duties	<ul style="list-style-type: none"> To address the appraisal targets set by the Line Manager To become first aid trained if not already To play a full part in the life of the school community, to support its distinctive aim and ethos, and to encourage students to follow this example To promote actively the school's corporate policies To comply with the school's Health & Safety Policy and undertake risk assessments as appropriate To show a record of excellent attendance and punctuality To adhere to the school's policies
Reporting To:	<ul style="list-style-type: none"> Assistant Headteacher for Key Stage Four
Responsible For:	<ul style="list-style-type: none"> Not Applicable
Liaising With:	<ul style="list-style-type: none"> Headteacher, Senior Leadership Group, Subject Leaders and relevant teaching and support staff, parents, and outside agencies as required.

Disclosure Level:

- Enhanced