

## Job Description: Pastoral and Inclusion Officer/Assistant, Chilmington Green School

### 1. ROLE TITLE

Job Title:	Pastoral and Inclusion Officer/Assistant
Reporting Line:	Assistant Principal (Behaviour)
Hours:	37.5 hours per week, term time only (0.86 FTE), 8.00am - 16.30pm with an hour's unpaid lunch break
Salary:	£24,291 to £34,266 per annum full-time equivalent dependent on experience. This role is term time only (0.86 FTE).
Start Date:	1 <sup>st</sup> September 2025

### 2. PURPOSE OF ROLE

To provide support to vulnerable students, and their families, in mainstream school life. This will include being assigned to individual students for emotional support, checking in on students through the school day, providing a drop in facility for those students, meeting their parents at school or on home visits with other staff. The role will be visible around site, being a site presence during lesson change and break and lunch so that vulnerable students can approach you as needed. To be a Deputy Designated Safeguarding Lead and act as a point contact for Safeguarding concerns.

When not required for meetings and student support, a range of other roles will be included including break/bus duty, lunchtime and afterschool clubs and fixtures, supporting the PE department, Duke of Edinburgh Award and Combined Cadet Force, accompanying school educational visits and trips. Mentoring and coaching students is part of the role, as is meeting their parents and external agencies, usually with SEN, Attendance or Pastoral staff. To be first responder when students are missing or distressed and their normal pastoral team members such as tutor and head of year are not available. To support reception with parental queries and requests.

### 3. RESPONSIBILITIES

Key duties:

- Supporting students and families as assigned by the Assistant Principal Behaviour, in co-operation with the SENCO and Attendance Officer.
- Coaching and mentoring of students and providing a short-term drop-in facility for those with emotional needs, alongside the Head of Year and Assistant Principal.



- Helping manage the behaviour of pupils whilst they are moving around the school site and in social times helping ensure a positive learning environment;
- Dealing with any immediate problems or emergencies in accordance with school policy and procedures;
- Reporting back as appropriate, using the school's standard procedures on the behaviour and needs of pupils, and any issues arising;
- Act as a role model, setting high expectations of conduct and behaviour;
- Report pupil and school issues in line with the school's policies for health and safety, child protection, behaviour management;
- Attend meetings and training sessions as required;
- Be involved in extra-curricular activities, e.g. open days, presentation evenings.
- Support PE and the wider school with co-curricular activities at lunch time and afterschool, attend trips, support the delivery of the Duke of Edinburgh Award and Combined Cadet Force.
- Act as a key point of contact for safeguarding concerns, including completing referrals and working with external agencies.
- Support the break, lunch and bus duty teams.
- Support with medical support for students.
- Lead on responding to alerts for missing or emotional students when their tutor and head of year are not available.
- Support reception with parents.





#### 5. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE

- Ability to work with a team
- Calm, confident behaviours around children and young adults
- Flexible and adaptable with the ability to use initiative.
- Excellent behaviour management and an inclusive ethos, willing to learn school behaviour systems and apply them consistently, and ask for support when needed.
- An ability to communicate clearly using standard English, GCSE 'C' grade or equivalent in English and Maths.
- Good IT skills and working knowledge of MS Office software.

