



TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

Job Title: Pastoral Support

Responsible to: AHT Inclusion

OVERALL RESPONSIBILITY

- To work closely with the AHT Inclusion and school pastoral team to provide First Aid and an advice service for students and staff with regard to physical and mental wellbeing.
- To refer cases to the Designated Child Protection Officer (DCPO), Assistant DCPO, Head of Year or Form Tutor as appropriate.
- To provide basic First Aid to staff, pupils and visitors and to monitor and support pupils with medical needs.
- Provide pastoral support for a key stage, working with tutors, senior staff and support staff to ensure that students are successful, confident and happy.
- To ensure that students follow the school's high expectations, both in and out of the classroom.

SECTION 1 – DUTIES/ACCOUNTABILITIES

1. Assist in First Aid duties. Be on call to deal with minor incidents as they arise and to ensure that the welfare room is always fully staffed.
2. Assist in arranging vaccination programmes.
3. Assist in regulating storage of medicines and medical supplies.
4. Assist in ensuring that records are kept up to date and are maintained on SIMS. Ensure confidentiality of sensitive records and information.
5. Assist in maintaining records of specific vulnerable/high risk students.
6. Develop good relationships with all students and act in their best interests. Contribute to Student Council and ensure that the key stage is well represented.
7. Use professional judgement to ensure that students build resilience.
8. Listen to the concerns of pupils and take appropriate action.
9. Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and independent study.
10. Assist, when required, in the school isolation room to support students who are working in this context.
11. Keep the AHT Inclusion, Heads of Year and other staff informed, as appropriate, about the specific needs of students including behaviour concerns and monitor the wellbeing of vulnerable students.
12. Liaise with parents and other appropriate family members, establishing and maintaining positive relationships to ensure the wellbeing of students and that the school is meeting statutory duties.
13. Each week, ensure all behaviour and rewards statistics are recorded, analysed and actions are taken to reach individual group targets.
14. Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns. Keep them informed regarding disciplinary issues and actions, including the use of standard letters.

15. Assist with the preparation of student reports and liaise with Admin in the production of all student assessment data and standard letters home.
16. Respond to parental enquiries and follow up, logging date, time, reason and action.
17. Liaise with and organise support as required with external agencies and partners.
18. Present cases to the Inclusion Panel where additional support is required, seeking to work in partnership with colleagues offering additional needs support.
19. Ensure appropriate arrangements are made for students who are unwell or have accidents during the academic year e.g. appropriate work sent home.
20. Attend appropriate training sessions as required to maintain a high level of service to students and families.
21. Assist with Primary School transition – book and undertake visits, liaise with relevant staff and give talks to pupils. Help coordinate class allocations.
22. Take initial responsibility for Child Protection matters in the key stage working with the designated Child Protection Lead Officer.
23. Other routine duties as directed by the AHT Inclusion.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
3. Support the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Continuing Professional Development – Personal

1. Participate in pastoral team meetings and other meetings relevant to the year group.
2. Attend designated safeguarding lead training and be part of the safeguarding team.
3. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
4. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice. Participate in annual reviews of performance providing clear evidence of impact.

SECTION 2 - ADDITIONAL DUTIES FOR THIS POST

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Welfare Manager or the incumbent of the post.