



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post title	Pastoral Support Assistant
Reporting to	Operations Manager
This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.	
Main Responsibilities:	
▪ Support the Heads of House in monitoring attendance and punctuality of students, informing Heads of House or on call when students are missing from lessons. ▪ Monitor and record all absences of students, informing parents and Heads of House if students have not arrived to lesson. ▪ Through one to one sessions with students identify any early help requirements. ▪ Informing on call when incidents occur for their action and act as emergency cover when required. ▪ Investigate specific behaviour incidents, taking statements from students where appropriate, and prepare accurate and appropriate documentation to report finds to Heads of House. ▪ Co-ordinate arrangement for events, including, but not exclusive to: ▪ Parents evenings ▪ Commendation evenings ▪ Open days ▪ Academic review days ▪ Leavers prom ▪ Year 6 open days ▪ Be responsible for maintaining accurate information on student files. ▪ Administering referrals for isolation and detention and informing parents. ▪ Arrange appointments/meetings for Heads of House when required. ▪ Attending meetings regarding student support as required, take minutes if necessary and circulate as appropriate. ▪ To assist the Heads of House in the preparation of reports/interim reports for external agencies and parents. ▪ To assist Heads of House in behaviour monitoring, tracking incident slips and reporting to Heads of House. ▪ To use information from school data to inform actions and decisions by the Heads of House. ▪ To administer first aid and medication to students according to policy and dealing with students out of lesson due to illness. ▪ To administer house points, awards and certificates, providing weekly and termly reports to the Heads of House. ▪ Assist and help students with their enquiries or problems. ▪ To co-ordinate arrangements for work experience in conjunction with the Heads of House. ▪ Co-ordinate work for students who cannot attend school due to sickness. ▪ Co-ordinate work for students who are excluded for longer than 5 days. ▪ Conduct administrative duties for: ▪ Lockers ▪ Uniform sales	



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- Vaccinations
- Rewards
- Sanctions
- Lost property
- School photographs
- Student reports
- Sports days
- Confiscations
- Tutor notices
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information.

General:

- Promote and safeguard the welfare of children and young persons you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality, data protection, GDPR and report all concerns to the Designated Safeguarding Lead
- Liaison with other departments and non-teaching staff over matters relating to year and whole school issues.
- Attendance at staff meetings and INSET activities where relevant.
- Assist with supervision of students outside the classroom, including lunchtime duty
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.