



**Location:** The Bolsover School, Mooracre Lane, Bolsover, Chesterfield, S44 6XA

**Salary:** Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 – 36)

**Hours of work:** 37 hours per week, term time only

**Responsible to:** Inclusion Manager & Operations Manager

**Post objective:** To provide efficient pastoral and administrative support to the School's vertical tutoring system.

Main Duties and 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 and act as emergency On-Call cover when required
- Investigate specific behaviour incidents, taking statements from students where appropriate, and prepare accurate and appropriate documentation to report findings to Heads of House.
- Help Co-ordinate arrangements for House Events (liaising with the Head's PA), including but not exclusive to:
  - Parents Evening
  - Leavers Prom
  - Year 6 Open Days
  - House Awards Evening
- Be responsible for maintaining accurate information on student files.
- Attend 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 incidents and reporting to Heads of House.
- To use information from school data to inform actions and decisions by the Heads of House.

- 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.
- Organising work for students who cannot attend school due to sickness.
- Organising work for students who are excluded for longer than 5 days.
- Conduct administrative duties for:
  - Sanctions
  - Lost Property
  - Student Reports
  - Tutor Notices
- To assist with other general administrative duties as requested by the Operations Manager/Assistant Headteacher and Heads of House.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information (GDPR).
- To participate in Pastoral team meetings and daily briefings.
- To be an active member of the Safeguarding team and to support the DSL in dealing with disclosures and taking prompt action.
- To undertake any training required with regards to Safeguarding as deemed necessary by the school.

#### Specific Roles for the Pastoral Support Officer

The purpose of the Pastoral Support Officer is to be part of a flexible and supportive team of staff who can assist Heads of House in the effective daily management of the students, as well as providing individual and group intervention as necessary. The nature of the role is such that flexibility and self-motivation are crucial to success:-

- Managing issues that arise, when Heads of House are teaching
- Liaising daily with Heads of House regarding students in their House
- Managing behaviour issues that arise throughout the day contacting parents as necessary
- Working on school attendance as necessary e.g. first day contact for targeted cohorts of students
- Collating and managing the delivery of work for absent students
- Working with groups of students or individual students to improve their progress and positive attitudes towards school through mentoring and other planned, targeted interventions
- Being the frontline response to parental enquiries throughout the day
- Being the frontline support for potential safeguarding issues that arise (training to be provided if required) and liaising with the DSLs in school

#### Emotional Support for Students

- Working with identified students or groups of students
- Communicating with parents and staff regarding the time, duration and completion of sessions
- Liaising with staff about the strategies given to students to support them

- Being available to, and working with, students during tutorial time, breaks and lunchtimes – and in an ad-hoc way when students are referred by senior staff
- Responding to requests for information sharing from outside agencies
- Maintaining up to date records including information shared by outside agencies / through multi-agency meetings
- Liaising with the Inclusion Manager and Safeguarding Officer in relation to referrals to the School Nurse and other healthcare agencies including the School Counsellor
- Contributing to referrals made to external sources of support e.g. CAMHS, Relate, Elm Foundation as appropriate

#### General

- Liaison with other departments and support staff over matters relating to House Support and whole -school issues.
- Attendance at staff meetings and INSET activities where relevant.
- Assist with supervision of students outside the classroom, including lunchtime duty, where requested.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably be 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.

***This post involves working closely with young people and is therefore categorised as engaging in regulated activity.***

|                                            | Essential                                                                                                                                                                                | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Qualifications/Knowledge/Experience</b> | <p>Level 3 qualification or a minimum of 3 years' experience in a similar role</p> <ul style="list-style-type: none"> <li>• 5 GCSEs (Equ. A* - C) including English and Maths</li> </ul> | <p>Full clean Driving Licence</p> <p>Experience of working with secondary school aged students in a learning centred setting</p> <p>Understanding of legislation and regulations i.e.. GDPR</p> <p>Training in relevant strategies for supporting safeguarding sand Child Protection</p> <p>Understanding of relevant policies/code of practice and awareness of relevant legislation</p> <p>Understanding of legislation in respect to safeguarding issues e.g. Prevent, ACE's, mental health of young people and Managing of Medication in school</p> |

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| <b>Skills/Abilities</b>                    | <ul style="list-style-type: none"> <li>• Excellent administrative ability including attention to detail</li> <li>• Excellent organisational skills with the ability to manage own workload</li> <li>• Competent in the use of ICT including setting up and management of online documents and spreadsheets</li> <li>• Proven effective administrator</li> <li>• High level of communication skills with the ability to relate to students, parents, members of SLT and external agencies</li> <li>• Proven ability to maintain confidentiality in all aspects of work</li> <li>• Ability to relate well with students, staff and parents</li> <li>• Proven ability to analyse and present findings from a range of data sources leading to strategic improvement</li> </ul> |                                                                                                                                                              |
| <b>Qualities / Professional Attributes</b> | <ul style="list-style-type: none"> <li>• Communicate effectively with all stakeholders including children, young people, colleagues, parents/carers, Governors and members of the public.</li> <li>• Have a commitment to collaboration and co-operative working</li> <li>• Act upon advice and feedback and be open to coaching and mentoring with a willingness to upskill.</li> <li>• Demonstrate the positive values, attitudes and behaviour they expect from children and young people.</li> <li>• Sound proof-reading skills with a keen eye for detail</li> <li>• Self-confidence</li> </ul>                                                                                                                                                                        | <p>Experience in dealing with Child Protection issues and referrals, including multi agency working</p> <p>Strategic Planning</p> <p>Motivational skills</p> |

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|  | <ul style="list-style-type: none"> <li>• Hardworking and enthusiastic</li> <li>• Flexible</li> <li>• Open and responsive</li> <li>• Approachable</li> <li>• An ability to maintain strict confidentiality and discretion at all times</li> <li>• Reliable with excellent time keeping and attendance record</li> <li>• Ability to be adaptable to the changing needs and requirements of the post</li> <li>• Totally Trustworthy</li> <li>• Ability to prioritise workloads, work under pressure in a methodical and thorough manner and meet tight deadlines.</li> <li>• Ability to work independently and as part of a team</li> <li>• Able to follow Trust policies at all times</li> <li>• Active team player</li> <li>• Professional dress</li> <li>• A good sense of humour</li> <li>• Willingness to be an active member of the school community supporting extra-curricular and charitable events.</li> </ul> |  |
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