



THE  
BOLSOVER  
SCHOOL

**The Bolsover School**

Mooracre Lane

Bolsover

Chesterfield

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[www.thebolsoverschool.org](http://www.thebolsoverschool.org)

Headteacher: Mr M Hall

Executive Headteacher: Mr T Croft

## **Job Description**

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|------------------------|--|
| <b>Job Title:</b>      | Pastoral Support Officer   |
| <b>Location:</b>       | The Bolsover School  |
| <b>Salary:</b>         | The Redhill Academy Trust Pay Scale, Band 6, point 28 - 32   |
| <b>Hours of Work:</b>  | 37 hours per week, Term Time only (39 weeks per year)  |
| <b>Responsible to:</b> | Assistant Headteacher (Behaviour)/Operations Manager   |
| <b>Post Objective:</b> | 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
  - Open Days
  - Academic Review Events
  - 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 Form Tutors/Heads of House when required.
- 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.
- 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:
  - Sanctions
  - Lost Property
  - Student Reports
  - Tutor Notices
- To assist with other general administrative duties as requested by the Operations Manager/Deputy Headteacher (Students) 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.
- To provide support to the Safeguarding team and 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.

#### 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 role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.**