Alder Community High School
Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ
T: 0161 368 5132 E: admin@alderchs.uk
Headteacher: Mrs M Critchlow BA (Hons) NPQH

Job title	Pastoral Support Officer
Job ID	S26C
Grade	E (SCP 11-16)
Contract	36 hours per week, term time only including 4 training days
Actual salary	£24,876 - £26,975
Responsible to	Deputy Headteacher
Responsible for	N/A

Core Purpose

The post holder will assist the SLT Team in providing an efficient and effective pastoral support function for the school.

Job Description

Main Duties and Responsibilities

- Liaise closely with, and make referrals to, internal and external support departments and other professionals to ensure that students receive appropriate support.
- In partnership with academic teams, provide support to those students who are disengaged to re-engage them in the learning process. This may include liaison between parents, students, and staff. Agree and monitor action plans with students, tutors and others as appropriate to re-engage students in learning.
- Assist the SLT and pastoral staff in dealing with students referred and those who are causing concern.
- Maintain an up-to-date knowledge of opportunities available to young people to aid their personal development.
- Support in the investigation of any incidents of poor behaviour working with the students involved.
- Attend and support events such as Parent Evenings and Open evenings.
- To assist in the implementation of pastoral systems such as class charts, PSPs, ISPs and CAFs for emotional and behavioural difficulties under the direction and leadership of SLT or pastoral staff.
- To run activities designed to promote positive attitudes to school (e.g. lunchtimes games/film club etc.).
- To liaise with partner schools to aid the successful intervention of students requiring managed moves.
- To work alongside and support the pastoral team/SLT in student welfare and inclusion in relation to Child Protection and all other areas.
- Support students going to lessons during lesson changeover
- To maintain student records and complete referrals/statements accurately.
- To accompany the trip leader and supervise students on school trips.
- To attend staff meetings and other activities outside normal student contact time, as appropriate.

Welfare:

- Liaise with School nurse and other health professional for the care of students.
- To provide supervision of students out of lesson times and escort to timetabled areas.

- To provide First Aid (care & welfare) of all students. Training will be provided.
- Act as one of the fire marshals. Training will be provided.
- To supervise students during brunch and lunch times at your designated duty point.
- Support staff members when urgent support requests are required to lessons
- Be on call during social times should you be needed by SLT.

Contribution to Whole School:

- To carry out additional duties as defined by SLT.
- Take part in performance management procedures and participate in training and development activities as required.
- To comply with policies and procedures relating to child protection, health & safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to the overall ethos, aims and targets of the school, appreciate and support the roles of other staff members and attend/participate in relevant meetings as required.
- Be aware of and comply with the school staff handbook, and code of conduct.
- Assist in covering absent colleagues so that the provision for students is maintained as appropriate (not including lesson cover).
- Support during social time with active duty.
- Attend and participate in relevant meetings or events (such as Open Evening) as required
- To support a student as directed during examinations, acting as an exam invigilator when required. Training will be provided.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from SLT and to undertake work of a similar level that is not specified in this job description.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.