

Torquay Girls' Grammar School



Name:	-
Job Description:	- Pastoral Supervisor
Salary Range:	- Grade F
Responsible to:	- Assistant Headteacher
Job Purpose:	- To provide pastoral support to students.

Pastoral Support

- Support Head of Years (HoYs) with following up behavioural incidents and detentions
- Management of any behavioural issues that arise during the day, in particular when HoYs are teaching
- Take statements from students for behavioural or pastoral concerns/incidents
- Support HoYs in completing Level 3 paperwork and logging incidents in a prompt manner
- Contacting parents regarding behavioural/pastoral concerns
- Support HoYs and Attendance Officer regarding attendance concerns e.g. arranging and attending home visits and in school meetings where required
- Support aspects of academic intervention
- Support with the induction of new students
- Follow up with students who are not complying with the school uniform policy, including liaison with finance
- To support student services
- To follow up reviews of students on pastoral support plans
- To support with wellbeing checks with students
- Support HoYs with room bookings for assemblies and other meetings
- Support the Anti-Bullying Ambassador programme
- To support the Girls on Board project and mediation
- Develop resources to support students in relation to drugs, alcohol, tobacco, vaping, theft etc.
- Liaise with external agencies including the Youth Intervention Officer
- To be one of the school's First Aiders and trained in administering medicines to students
- Attend pastoral meetings
- Be on the on-call and isolation rota
- Support duties at the start of school, lunchtime and end of school
- Support the wider pastoral team and student services
- Engage in research based CPD relevant to the role
- Working with groups of pupils or mentoring individual pupils to support positive behaviour and attitudes to learning

General Duties

- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy.
- To attend Morning Briefings when required and to refer regularly to staff notices.
- To contribute to the overall ethos/work/aims of the school.
- To establish purposeful relationships and to support achievement and progress for pupils.
- To participate in training and other learning activities.
- To help supervise and support pupils on visits, trips and out-of-school activities as required.
- To undertake any other tasks as required by the Headteacher which are compatible with these.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: Date: