

**MAGDALEN COLLEGE SCHOOL**

*We are committed to the protection and safety of our students  
and expect all staff to share this commitment*

**PASTORAL SUPPORT ASSISTANT**

**Job Description - DRAFT**

Post Title	Pastoral Support Assistant
Postholder	
Reporting to	Pastoral Manager
Hours of work	
Specific responsibilities of the post	<ol style="list-style-type: none"> <li>1. To ensure that students are able to access learning and be as successful as possible at school through the provision of strong pastoral support</li> <li>2. To contribute to the implementation of school policies including behaviour, dress code and attendance</li> <li>3. To ensure that the school database is used effectively in maintaining and improving standards in attendance, behaviour and achievement</li> <li>4. To ensure that attendance levels are maintained at or above those expected and that strategies are used to address any attendance concerns</li> <li>5. To ensure that parents are fully informed about pastoral issues or concerns</li> <li>6. To provide support to tutors, Heads of Year and Leadership group as appropriate</li> <li>7. To ensure that internal and external support agencies and teams are used effectively</li> <li>8. To ensure that student information is collected, recorded and disseminated appropriately</li> <li>9. To provide support and guidance for students including sign posting to key staff</li> <li>10. To ensure that first aid requirements are met</li> <li>11. To support the school's safeguarding team</li> <li>12. To contribute to the efficient and effective operation of the Pastoral Support Department</li> </ol>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To engage actively in the Performance Management Review Process</li> <li>5. To implement all school policies</li> <li>6. To attend all meetings as directed</li> <li>7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Committed to team work within all aspects of the school</li> <li>4. Proactive in terms of furthering their knowledge and skills</li> <li>5. Punctual for all commitments</li> <li>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ol>
	<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>

Updated July 2026

Signed

.....Post holder

.....Line Manager

Date.....