

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

Post Title	Pastoral Support Assistant/DDSL for Years 12 and 13
Postholder	
Reporting to	Director of Sixth Form
Hours of work	8.15am - 4.15pm Monday to Friday (36 minutes for Lunch)
Specific responsibilities of the post	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 2. To contribute to the implementation of school policies including behaviour, dress code and attendance 3. To ensure that Go 4 Schools is used effectively in maintaining and improving standards in attendance, behaviour and achievement 4. To ensure that attendance levels are maintained at or above those expected and that strategies are used to address any attendance concerns 5. To ensure that parents are fully informed about pastoral issues or concerns 6. To provide support to tutors, the TGC Manager, Director of Sixth Form and Leadership group as appropriate 7. To ensure that internal and external support agencies and teams are used effectively 8. To ensure that student information is collected, recorded and disseminated appropriately 9. To provide support and guidance for students including sign posting to key staff 10. To ensure that first aid requirements are met 11. To play an active role in the school's safeguarding team 12. To contribute to the efficient and effective operation of the Pastoral Support Department & Sixth Form Office 13. To organise a Year 13 Prom annually. Working with the venue/prom committee to organise the smooth running of the event 14. To help organise & attend Parent Evenings for Year 12 and Year 13 15. To help organise a Year 12 intake morning & collate medical forms, organise students into form groups 16. To attend Sixth Form induction evenings as Pastoral Support 17. To organise wellbeing and identify those with additional needs 18. To liaise with exams/inclusion, reference, NWoW forms – reassessment of exam access 19. To support the DSL in the smooth operation of Safeguarding as a DDSL 20. To raise concerns over students' progress with members of the sixth form management team, form tutors and parents/carers as appropriate 21. To organise residential and day trips, book facilities, calculate costs, collect money and issue receipts, and accompany trips 22. To produce letters, minutes, memos, bulletins, maintain stock of stationery 23. To be the staff representative on sixth form committees 24. To work under the direction of the Head of Sixth Form on the collection and presentation of data to improve the teaching and learning of the sixth form students
Responsibilities as a member of staff	1. To ensure that the safety and welfare of all students is given priority at all times 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 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process

	5. To implement all school policies 6. To attend all meetings as directed 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.
Personal Qualities; the postholder is expected to be:	1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 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.
	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.

Updated July 2026

Signed

.....Post holder

.....Line Manager

Date.....