



Ripon Grammar School

Job Description

Pastoral Support Officer [for Lower and Upper School]

Key Aspects of Role:

- To support the work of the Heads of Year 7, 8 & 9 and the Head and Deputy of Upper School in the effective provision of pastoral support, academic monitoring, and overall student welfare

Reports To:

- Deputy Head [Pastoral]

Terms and Conditions:

- Grade E
- 20 hours per week

Specific Responsibilities and Duties:

Day to day support

- Provide immediate pastoral care for students coping with a range of emotional or social issues
- Deal with behavioural incidents as they occur making decisions as to whether to deal with, or refer on, as appropriate
- Supervise students and arrange for the collection and transmission of work as required
- Organise students statements as required
- Be a link with School Health Worker for those students either unwell or requiring SEMH support

Communication

- Be a first point of contact in dealing with parental requests, queries and concerns in their immediate phase before successful deployment to the member of staff as appropriate
- Be a point of contact for teachers to plan targeted intervention and liaise with Head of School and form teachers
- Support with the production of routine communication to parents in the Lower and Upper School
- Co-ordinate the supply of references on students going on to other educational establishments
- Work with external agencies as required e.g. CAHMS and First Help to share and gather information about students.

Academic Monitoring and Attendance

- Monitor attendance both overall and for each lesson as required
- Gather academic data and be an additional point of contact for subject teachers
- Support the tutor programme as required in terms of creating, distributing, collating resources and monitoring tutor coverage
- Provide academic mentoring support for selected students, providing feedback in relation to their progress
- Oversee intervention packages as determined by HOYs and HODs
- Monitor behaviour utilising the school MIS and provide reports to the HOYs

Transition

- Support the HOY7 in the transition process from KS2 to KS3 and the HOY9 in the case of transition to Upper School, including liaison with HODs and SENCO re plans and support
- Analyse and administer of all transition documentation on new students
- Support and attend Welcome and Transition Days, Year 5 Open Evenings etc.

Administration

- Maintain and upkeep of all confidential student files
- Oversee management of some routine operations such as locker distribution

Any other duties as reasonably requested by the Headmaster