
Hitchin Boys' School

Job Description



Position: Pastoral Support Worker

Reporting to: Pastoral Analysis and Interventions Manager (PAIM)

Key Purpose.

- To assist with the behaviour and welfare needs of pupils by providing first-line care and support.
- To work in close partnership with the other pastoral support worker(s) and the Pastoral Team

Key Responsibilities (this is not an exhaustive list)

Pastoral Support

- To support individual and/or small groups of students who require emotional care and support as directed by PAIM and Deputy Headteacher
- To investigate student issues as appropriate and to ensure there are effective outcomes
- To provide effective mentoring/coaching for individuals and small groups of students
- To proactively seek and deploy new strategies which support the Pastoral Aim of fostering the conditions which make it “Great to be a Hitchin Boy”
- Liaise with external agencies where students have additional support
- Attend pastoral meetings where appropriate

Student Behaviour, Attendance and Punctuality

- To support the Heads of Year/HoKS with the administration of behaviour management systems and administration of sanctions.
- To communicate regularly with the Pastoral team to ensure appropriate interventions are in place for students failing to adhere to the behaviour systems.
- To ensure students who are working in isolation have appropriate classwork.
- To follow the school's procedures for monitoring and recording behaviour points and issues
- To communicate with parents regarding pastoral issues where appropriate

Supporting the school: all employees in the school are expected to:

- Support the aims, values and ethos of the school.
- Participate in a team approach to all aspects of school life.
- Identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding, welfare and be aware of reporting issues
- Be aware of health and safety issues and act in accordance with Health and Safety Policy.
- This role will require complete confidentiality regarding school related matters.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures

and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Print name
(Member of staff)

Signed
(Member of staff)

Date
(Member of staff)

Signed
(Headteacher)

Date
(Headteacher)