

# Pastoral Services Assistant

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### Location

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Hobart High School, Loddon

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### Salary

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Scale E  
Starting at point 7

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### Hours of Work

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35 hours per week  
Term time plus one week - 39 weeks per year  
8.00am – 4.00pm  
1 hour lunch

Fixed term for 1 year

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### Core Purpose

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The Pastoral Services Assistant supports the pastoral team in promoting the welfare, wellbeing, and personal development of students, embedding high standards across the school. The role ensures that students feel safe, supported, and ready to learn by providing administrative assistance, day-to-day pastoral support, and effective communication with staff, families, and external agencies.

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### Reporting Lines

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Report to the Assistant Headteachers (KS3 & KS4 pastoral leads)

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### Key Responsibilities

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#### Student Support

- Support the management of day-to-day behavioural, wellbeing, and attendance issues.
- Supervise students in IEU, reflection area, or pastoral base when required.
- Build positive, professional relationships with students to promote engagement, support

high standards such as uniform and improved behaviour.

- Assist in implementing individual support plans, behaviour support plans, and wellbeing referrals.
- Support vulnerable students (e.g., SEND, safeguarding concerns, low attendance) under the direction of pastoral leads.

#### Pastoral Administration

- Maintain accurate pastoral records, logs, and reports using school systems (e.g. Go 4 Schools or My Concern).
- Prepare documentation for student wellbeing referrals and meetings such as behaviour reviews, and parent meetings.
- Handle pastoral enquiries from staff, parents, and external agencies professionally and efficiently.
- Assist and support with monitoring attendance, punctuality, on-call information and follow-up communication with parents where appropriate.
- Support with pastoral detentions or restorative sessions and keep records up to date.

#### Safeguarding & Welfare

- Recognise and appropriately report safeguarding concerns following school procedures.
- Support safeguarding leads with admin tasks relating to student welfare.
- Maintain confidentiality and comply with GDPR and safeguarding requirements at all times.

#### Communication & Collaboration

- Liaise with teaching staff, Heads of Year, SEND teams, and leadership to coordinate student support.
- Facilitate communication between the school and parents/carers, promoting positive relationships.
- Work with external agencies where appropriate (e.g. CAMHS, MHST, Schools and Communities Team) under the guidance of senior pastoral staff.

#### General Duties

- Assist with pastoral events and activities (e.g. transition, assemblies, briefings).
- Help maintain the pastoral area as a safe, welcoming, and organised space.
- Support the smooth running of the school day during busy periods, transitions, and emergencies.
- Undertake any other duties that align with the nature of the role.

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## Other Opportunities

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- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Effectively implement all academy policies within your role.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.
- Undertake other tasks as required by line managers or Head of School.
- Play an active role in academy life and make a positive contribution to the ethos of the academy.

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## Variations

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- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSEs (Including English and Maths) or equivalent</li> <li>Hold First Aid qualification or willingness to undertake training.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working with young people in an educational, youth work, or pastoral setting.</li> <li>Strong communication and interpersonal skills, with the ability to build positive relationships.</li> <li>Ability to handle sensitive information with discretion and professionalism.</li> <li>Confident using ICT and administrative systems.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of and ability to apply positive behaviour management strategies.</li> <li>Experience working in a secondary school environment.</li> <li>Training or experience related to mental health, wellbeing, or behaviour support.</li> <li>Familiarity with school information systems and pastoral software.</li> <li>Knowledge of restorative approaches or behaviour management strategies.</li> </ul>
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>Good ICT Skills.</li> <li>Good understanding of child development and learning processes and the ability to work with young people.</li> <li>Able to gain respect of students.</li> <li>Ability to working within set time constraints, prioritise and meet deadlines and organise workload.</li> <li>Work constructively as part of a team.</li> <li>Ability to work with a range of staff, age groups/people.</li> <li>Calm, empathetic, and resilient when responding to challenging situations.</li> <li>Understanding of safeguarding and child protection principles.</li> <li>Ability to work effectively as part of a team and independently.</li> </ul>	<ul style="list-style-type: none"> <li>Constantly improve own practice/knowledge through self-evaluation and learning from others.</li> <li>Working knowledge of relevant policies/codes of practice/legislation.</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Understanding of up-to-date safeguarding requirements and best practice.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Awareness of Health &amp; Safety procedures</li> <li>An understanding of data protections in relation to ICT issues.</li> <li>Ability to work flexibly and outside of normal working hours, for key school events, if required.</li> </ul>	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.

This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.