

## ROLE DESCRIPTION

<b>Position Title:</b>	<b>Pastoral Assistant/Behaviour Support Worker</b>	<b>Date Finalised</b>	July 2026
<b>Department:</b>	HQ		
<b>Team:</b>	Non-teaching		
<b>Hours:</b>	Full time or Part time Minimum 3 days a week, 7 hours a day, 40 weeks per year. Term time only, including INSET days		
<b>Grade:</b>	C		
<b>Salary:</b>	FTE £25,186 – FTE 26,244 per annum (pending experience) You will receive a pro rata salary, based on working hours and working weeks		
<b>Reports to:</b>	Assistant Headteacher		
<b>Job Summary/Purpose</b>			
<p>The role of the Pastoral Assistant/Behaviour Support worker is to support the operational work of the Heads of House and Director of Year 7 Transition. These colleagues take a strategic lead in ensuring that the pastoral system enhances the learning and progress of all students, safeguards their wellbeing and ensures their enjoyment of school.</p> <p>This post is not entirely desk based. You will be required to be reactive and you must be prepared to visit all department areas within the school.</p> <p>It is expected that the working hours for this post could increase in line with the future growth of the school and therefore the post holder needs to be flexible in working hours.</p>			
<b>Primary Responsibilities</b>			
<p><b>There are four broad aspects to the work of the Pastoral Assistant/Behaviour Support Worker:</b></p> <ol style="list-style-type: none"> <li>1. Liaising with parents and acting as a conduit, when necessary, for communication between parents and key members of the pastoral team and teaching staff.</li> <li>2. Intervening with students (as appropriate and agreed with Pastoral Leaders) to resolve issues and celebrate successes as they arise on a daily basis.</li> <li>3. Maintaining records and operational systems, as directed by the Heads of House, which are pertinent to the smooth running of the Pastoral Team and in line with the requirements of the school's strategic aims.</li> <li>4. Working to support specific whole- school events and activities to ensure their success</li> </ol> <p><b>1&amp;2 <u>Liaising with parents and intervening with students</u></b></p> <ul style="list-style-type: none"> <li>➤ Operate the established system of 'triage' with the other Pastoral Assistants, dealing with enquiries and issues as they arrive at the Pastoral office; resolving those which it is appropriate to deal with and referring other matters on to the appropriate member of staff.</li> <li>➤ Support and apply the safeguarding and behaviour management systems of the school by working with staff and independently to encourage students to behave in a responsible, respectful and safe manner at all times.</li> </ul>			

- Work with Pastoral Leaders to mentor / monitor key vulnerable students in line with plans of intervention.
- Work with Heads of House, as required, to praise, reward and celebrate student success.
- Communicate with parents and carers by telephone and by e-mail, as necessary, adhering to the tenets of the Communication Charter and maintaining codes of confidentiality in line with safeguarding procedures and data protection laws.
- Attend case review meetings in school with pastoral leaders and parents as required.
- Attend regular team meetings in school.

**3 Administrative and operational Systems**

- Maintain salient records and enter data onto the central and pastoral office systems.
- Produce summative reports as requested by pastoral and senior leaders which inform the analysis of aspects of house and whole-school activity such as data sets relating to rewards and sanctions
- Support the work of senior and pastoral leaders in carrying out case-study trails when requested
- Liaise with Heads of House and tutors to complete administrative tasks that support the routine work of the tutor teams to ensure that they have all the materials they need to do the job successfully.
- Complete exclusion paperwork as required
- Oversee and maintain various pastoral systems including Year Points, Report Cards, Head of House and Headteacher detentions as well as the Isolation Room.
- Be prepared to have and share good ideas that may further support the efficiency of some operational aspects of the pastoral team

**4 Whole School Events**

- Working with other staff, carry out practical and organisational tasks in preparation for and during Citizenship Days, MUN, Find a Future Day, Charity and House Days and Celebration Evenings.
- Use of own transport may be a requirement.

<b>Are there line management responsibilities?</b>	No
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**Other relationships within the school i.e. which parts of the school will this role work closely with?**

All school staff  
All students and their parents

**External relationships i.e. which external stakeholders will this role work closely with?**

Relevant outside agencies

**Critical Skills**

Excellent communication skills – ability to connect with secondary age children and their parents/carers

Ability to stay calm particularly in critical situations

**What financial responsibility (if any) does this position have?**

None

**Experience, Qualifications, Technical Requirements,  
Education**

**Required/Preferred**

Previous relevant experience in a school  
Qualifications relevant to the post  
Good IT skills

Preferred  
Preferred  
Required

*Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.*

*Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.*