



JOB SPECIFICATION

PASTORAL ASSISTANT TO HEADS OF SENIOR SCHOOL and PREP (UPPER)

Introduction: Across the Seniors, we recognise the many personal challenges young people face and have established an experienced and professional team of staff to support them. Key to this is our ability to proactively react to all issues that affect the well-being and academic progress of pupils as they move through the School. Underpinning the effective management of often complex issues is effective teamwork and the timely management of the flow of information. The role described below is key in ensuring this, and thus enabling our pastoral team to deliver the outstanding levels of care of which the School is proud.

Role Purpose:

To provide the level of support and assistance necessary to enable the Head of Senior School and Head of Prep (Upper) in the management of their respective sections through meeting the executive administrative, behavioural and pastoral priorities of each section's daily operations.

Reporting to: Head of Senior School.

Authority: In the execution of their daily duties, the post-holder will work alongside the Heads of Year (HoYs) and Head of Pastoral Care in the Senior School. All issues of pastoral and administrative standards will be under the direction of the Head of Seniors, unless related to the Prep (Upper) in which case they will be under the direction of the Head of Prep (Upper).

Main Activities and Responsibilities:

- Provide direct support to the Head of Senior School in the delivery of all aspects of their work;
- Assist and support the Heads of Year (13s to 15s) and Head of Pastoral Care in their pastoral provision;
- Provide direct support to the Head of Prep (Upper) for pastoral assistance in the 12s;
- Manage the communications and flow of information across the Senior School, coordinating, as required, schedules, meetings and events;
- Determine the priority of issues for the attention of Senior School management, including any appropriate follow-ups;
- Prepare documents, reports and presentations in support of the Senior School management;
- Provide coordination, monitoring and communication of projects within the Senior School to staff, pupils and parents;
- Provide an on-call response throughout the day for emergencies in the Senior School and Prep (Upper), liaising with and reporting to all relevant staff, pupils and parents;
- When directed, investigate behavioural incidents, liaising with the teaching staff, students and parents;
- Supervise the provision of counselling across the whole school, acting as the Point of Contact (PoC) for Heads of Section for allocation and working directly with our Counsellors in meeting agreed service levels;
- Manage the budget for counselling, working with parents and the Finance Department with regard to payment for such services;
- Assist and support the HoYs with the managing of pastoral data and tracking of behavior;

Last updated: June 2025

Last updated by: Head of Seniors, Head of Senior School and HR

- Organise, coordinate and oversee the provision of Mental Health workshops/training for staff, students and parents, acting as the Harroddian PoC with external Mental Health providers;
- Assist and support the Safeguarding Supervisor and Designated Safeguarding Leads with the recording, discussion and reviewing of safeguarding concerns;
- Oversee the transition of students between the Prep (Upper) and the Senior School;
- Assist Upper Prep HOYs with facilitating their delivery of PSHE curriculum to pupils;
- Monitor punctuality issues, observing patterns around late arrivals, engaging with regular offenders and taking Lates DT once weekly. Ensuring pupils arriving late proceed to Form Time in a timely and direct manner;
- Organise and supervise Detentions at lunchtime, as required;
- Collect, supervise and look to return to class any pupils out of class as a result of pastoral or behavioural need, as required;
- Be present and visible during Form Time/Registration, interacting with students and tutors. Interact with pupils arriving late for school, in support of a wider drive to improve pupil punctuality;
- Be active throughout the day in checking pupils' dress code;
- Act as the conduit for pupils looking to find a particular teacher or HoY, or to find key information;
- Supervise internally suspended pupils; collect work for suspended pupils to complete; ensure completion of Reflection Document by suspended pupils;
- Provide regular and ongoing supervision of email (or alternative arrangement) in order to respond to requests in a timely manner (e.g. removal of pupil from lesson);
- Ensure that SIMS is kept up-to-date with behaviour management records, e.g. pupil suspensions and pupils on monitoring report
- Update and input information in 'My Concern'
- Attend Safeguarding meetings;
- Attend weekly HoY meetings and oversee agenda and minutes;
- Attend – 'Welcome Evening' and year group 'Parent Briefings', taking notes of the Briefing content for distribution to parents unable to attend and in order to pass on internally any key parent questions raised
- If assistance is requested, attend Parents Evenings for the Senior School.

Arrangements

- The post will be based with the Senior office in the Senior building.

General

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as the needs of the School evolve. It may be subject to modification at any time after consultation with the post holder. This list of duties is non-exhaustive and the post holder may be required to undertake other reasonable and comparable duties as the Headteacher and Senior Leadership Team may require from time to time.