

Job Description

Pastoral Support Officer – Patrol

Responsible to: Inclusion Manager

Salary: Grade C Scale 5 Point 14 (£25,409 FTE, **£23,039 Actual** (37 hours per week)

Hours: 8.00am - 4.00pm Mon -Thurs / 8:00am – 3:30pm Friday

Job Purpose

- To provide Patrol support across the school including picking up students from lessons, dealing with students truanting from lessons or late to lessons, and liaising with parents as appropriate
- To liaise with staff to support behaviour across the school and de-escalate conflict when required
- To monitor areas of the building at specific times

Main responsibilities

- Responding to calls from teaching staff to remove students from lessons and take them to the Reflection Room or relevant place
- Patrolling the corridors to pick up any students who are out of lessons and do not have permission
- Promoting positive behaviour and providing physical presence in corridors during the school day
- Addressing students who are persistently late to school or lessons
- Sweeping the school for students who are truanting
- De-escalating conflict as appropriate
- Being an effective role model for student behaviour
- Liaising with parents
- Carrying out break and lunch duty as required (a lunch break will be given outside of standard lunch time in these cases).
- Monitoring any vandalism in the school and reporting to the relevant site staff and Business Director.
- Monitoring toilet and other areas at unstructured times
- Collating statements for behaviour incidents
- Working closely with other members of the Inclusion Team to ensure joined up communication and strategic planning for student support.
- Providing First Aid when necessary, following relevant training

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.