



Blue Coat

Church of England School
& Music College

Terry Road
Coventry
CV1 2BA
024 7622 3542
recruitment@bluecoatschool.com

Job Description

Pastoral Support Assistant (Assistant Head of House)

Job Purpose

To assist the Head of House in providing pastoral support for students in a House, in order to raise standards across the school.

***The School operates a vertical tutoring system however in light of COVID-19 we have adopted a temporary non-vertical tutor system reverting temporarily to year groups.**

Duties and Responsibilities

Attendance

1. To provide support to the Head of House to encourage good attendance by monitoring student attendance and punctuality to registration and lessons.
2. Support Tutors and the attendance administrator in providing reasons for absence.
3. To analyse and respond appropriately to attendance data.

Behaviour

1. To investigate incidents by taking statements, interviewing students and summarising investigations using the appropriate paperwork and recording in line with school systems.
2. To liaise with Heads of Houses as regards to the investigation of cross-House incidents ensuring that all incidents of poor behaviour are addressed and sanctioned.
3. To support school sanction systems such as withdrawal at break and lunchtimes.
4. In the event of a fixed term exclusion liaise with staff to collect appropriate work and communicate this to parents.
5. To monitor students on report cards and maintain contact with parents/House Heads regarding progress.
6. To encourage positive attitudes, appearance and behaviour in and around school by challenging those who do not meet expectations and applying appropriate sanctions.
7. To complete early Help Assessments as directed by Head of House.



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Communications

1. To lead the House Council representing student opinion across the House ensuring it feeds into the wider school council and link SLT member each half term.
2. To be first point of call for the response to concerns reported by parents.
3. To be on-call and be available to address student incidents throughout the day.
4. To ensure that all relevant information is recorded on the appropriate management information system for staff to access.
5. To administrate and collate data on all transfers, in and out of the school.
6. To assist in the transition arrangements for all students who join after the commencement of the Academic Year.
7. To encourage and develop parental contacts with Tutors and others as appropriate.
8. To assist the Head of House in any liaison with outside agencies, to include social services, youth services, the police and child protection agencies.

Other Duties

1. To supervise the Withdrawal room on a rota basis and arrange cover/swap with colleagues in instances of known absence. On call/ periods may be substituted for Withdrawal.
2. To undertake duties around the school site in line with published rotas.
3. To be aware of Child Protection issues, liaise when necessary with named staff and adhere to the procedures for the school including the appropriate use of CPOMs.
4. To support the Head of House with case conferences and planning meetings as required and to assist in the production of information for these.
5. To attend morning Tutor meetings and other meetings as required.
6. To assist in planning and preparing for special events and activities throughout the year- Induction of Year 7, Work Experience, Options Choice Process, Examinations.
7. To work with pastoral and subject staff to put in place and help run appropriate arrangements to ensure all students successfully complete coursework/classwork.
8. To promote a positive school ethos.
9. To assist the tutor team in the display of information for the House through tutor notice boards and bulletins.
10. Ensure confidentiality at all times.
11. To be an exemplary leader in dealings with staff, pupils, parents and outside agencies.
12. Any other duties and responsibilities within the range of the salary grade.

Responsible to: Head of House and SLT line manager

Headteacher
Mrs V Shelley

Deputy Headteacher
Mrs L Henden



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