



Westcliff High School
for Boys

JOB DESCRIPTION
MIDDLE SCHOOL PASTORAL
TUTOR

MIDDLE SCHOOL PASTORAL TUTOR

DUTIES AND RESPONSIBILITIES

1. To be responsible to the Director of Middle School (DMS) for the provision of broad, detailed, intelligent and sustained support of the pastoral function across Years 10-11.
2. To have a complete familiarity with the School's systems of internal monitoring, guidance and support and to use those systems as instructed by the DMS.
3. To be the first point of contact for parents or pupils with complaints or concerns about behaviour inside or outside of lessons which may affect the wellbeing of pupils, such as name-calling, poor conduct in the playground or misbehaviour on the way to or from School, including on trains and buses. To report authoritatively to Progress Leaders, Form Tutors and other staff giving clear recommendations.
4. To support DMS and Progress leaders in investigation of incidents of violence or reports of bullying requiring prompt attention, to obtain witness statements, to maintain a written record of all such investigations on the School's Incident Register and to report matters to the DMS.
5. To deal with pupils who have been excluded from lessons. To support such investigation as is necessary into their exclusion, and having detained the pupils in the Middle School Pastoral Office (MSPO) until the end of the lesson from which they have been excluded, to report to the Director of Middle School with suggestions for action as appropriate.
6. To work with pupils who have been referred to the MSPO for more extended periods, as part of an internal exclusion from a sequence of lessons or for a period of days. To collect work set for them and to supervise its completion under circumstances which help pupils to realise how to make better progress and more positive contributions to their lessons.
7. To be the first point of contact by telephone or letter for parents wishing to discuss matters relating to pupil progress, learning, attendance or behaviour, to file a copy of notes made, or action taken and to arrange appointments for the DMS to see parents when necessary.
8. To be responsible for the day-to-day monitoring of attendance and punctuality of the Middle School and for consequential intervention either directly or through Form Tutors, Progress Leaders and DMS.
9. On a daily basis, to collate absence notifications from pupils in the Middle School and to contact parents regarding unexplained absences during Period 2, further to receipt of a list provided by the main School Office. To refer patterns of absences/frequent absences, anomalies or any other pastoral information gleaned from calls to the DSL.
10. To gather from databases such as those of attendance, detentions awarded and maintaining the SIMS database on sanctions and rewards given to Years 10-11 pupils (House Points), as well as from other sources, information on pupil behaviour and preparedness for learning, and to produce standard letters for the approval of the DMS relating to these aspects of pupil performance or attendance which are inhibiting the progress of those pupils.



11. To prepare Detention letters for Middle School pupils, further to instruction from the DSL, and to record such Detentions on the common O-Drive.
12. As a Pastoral Tutor, to advise on personal or academic difficulties (keeping a note of conversations) and to refer cases onwards as appropriate when more specialist guidance is needed.
13. To attend to the compilation of ad hoc/interim reports, records and references as requested. To organise Years 10 to 11 Parents' Evenings, including all logistical/associated administration.
14. To empty and check the recording of absence notes in Years 10 to 11 registers on a regular basis and to recommend to the DMS any omissions on the part of the Form Tutor.
15. To attend staff meetings, staff briefings and relevant meetings of Pastoral Staff as directed.
16. To oversee pupils during the lunch period (1.00pm–1.30pm) whose behaviour has been disruptive.
17. To maintain an attractive and tidy appearance in the MSPO suite of rooms.
18. To be responsible for cover supervision for absent teachers or invigilate examinations as requested by the Examinations Officer. It is anticipated that this will be a very rare occurrence.
19. To undertake such other responsibilities relating to the pastoral function as may reasonably be requested by the DMS, First Deputy Headmaster or Headmaster.
20. To undertake such other work in support of the School's efforts to promote teaching and learning on behalf of pupils as may reasonably be requested by the First Deputy Headmaster or the Headmaster.

HOURS OF WORK

The Middle School Pastoral Tutor is contracted to work 40.75 hours per week (8.00am – 4.45pm Monday – Thursday, 4.15pm on Friday) and 38 weeks per year. They will also be required to attend 5 Staff Development days during the academic year and complete 7 days' work during periods of school holiday closure. These hours will be worked at such times as may be required by the School.

SALARY

Spinal point 9 - £21,269, pro-rata £20,992




Revised June 2022



Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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