

Candidate Information Pack

Pastoral Assistant

WIMBLEDON HIGH SCHOOL

GDST

Our Aims

Stepping in

- We aim for every girl to feel known, supported, confident and able to shine at Wimbledon High.

Striding out

- We aim for every girl to leave us prepared to shape the society in which she lives and works.

We will do this, across the school by:

- Encouraging resilience, independence and kindness
- Nurturing curiosity, scholarship and a sense of wonder
- Promoting excellent teaching and learning
- Running a broad, inspiring co-curricular programme



The Role

Reporting to the Deputy Head Pastoral & Safeguarding, the Pastoral Assistant will be a key member of staff in Wimbledon High School's Core Safeguarding Team. The Core Safeguarding Team is led by the Deputy Head Pastoral & Safeguarding, who is the Designated Safeguarding Lead, the Head, Junior School Head, Lead Nurse & Safeguarding Coordinator, Lead Counsellor and the Assistant Heads Sixth Form and Pastoral. The team is directly responsible for the welfare of students across the Senior and Junior Schools and the assessment, management, and mitigation of risk in their care.

The Pastoral Assistant will work with the

Core Team to ensure that every student is
supported with bespoke and timely care when
it is needed. They will be responsible for the

day-to-day administration and management of the risk register, Safeguarding Records and Student Safeguarding Plans. They will work on a broad range of pastoral issues helping to inform the Pastoral Team's care of individual students, while also playing a proactive role in the wider PSHE (GROW) Programme.

The post holder will be an active and visible member of the Pastoral Leadership Team, attending meetings, trainings, and GROW sessions as appropriate. Although the role is primarily focussed on supporting the school's care for students through administrative work, the right person will also be able to develop student-facing proactive care, helping shape the GROW Programme, organising events, and having input to overall strategy.



Responsibilities specific to the Role of Pastoral Assistant

Safeguarding

- Assisting the Core Safeguarding Team with all safeguarding matters in relation to the assessment, management, and mitigation of risk to students.
- The administration of Safeguarding Records, including staff training and preparation for inspections.
- The administration of the Senior School's risk register.
- Administration of CPOMS and support for the Safeguarding Coordinator with file transfers to and from Wimbledon High.
- Ensure that the School HR Team have an up-to-date comprehensive list of all self-employed staff so that safer recruitment checks can be completed and recorded.
- Coordination and record keeping of safeguarding training for co-curricular clubs and self-employed coaches in the Junior and Senior School.
- Coordination and record keeping of safeguarding training for contracted-out catering, cleaning, and grounds staff.
- Ensure that third party organisations delivering cocurricular activities on behalf of the school have all necessary safeguarding policies and safeguarding checks in place, and that up-to-date records are kept.
- To assist with the updating and management of Student Safeguarding Plans and Risk Assessments in conjunction with the Lead Nurse & Safeguarding coordinator.

Counselling & Pastoral Care

- Working with the Safeguarding Coordinator to facilitate the day-to-day management of the School's Counselling provision, liaising with the School Counsellors in the Junior and Senior School.
- Assisting the Pastoral Leadership Team, especially the Assistant Heads Pastoral & Sixth Form and GROW Co-ordinator, in the planning of the GROW Programme and the proactive care of students.
- To support the Deputy Head Pastoral, and Assistant Heads Pastoral and Sixth Form, in the planning of school events, trips, and assemblies.

Medical Team Support

- To support the Medical Team with administrative support, including updating CPOMS as appropriate.
- When the Medical Team are absent, to supervise the medical room triaging support and other First Aiders as required, completing training, as necessary.

Attendance & Administration

- Supporting the SMT attendance champion and wider Pastoral Leadership Team in implementing the school's attendance strategy.
- Act as back-up support for the Senior School Reception Team as required to ensure all morning and afternoon form registers are completed accurately, chasing incomplete records and escalating appropriately to the Pastoral Leadership Team.

General Requirements

All school staff are expected to:

- Work towards and support the school vision and the current school aims outlined in the School Strategic Plan.
- Work within the school policy to ensure equality of opportunity for all students and staff.
- Engage in the annual performance review process.
- Adhere to policies set out in the GDST Council regulations, MyGDST and GDST Circulars.
- Undertake other reasonable duties related to the job purpose from time to time as directed by the line manager.

Review & Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Personal Specification

Knowledge

Essential

- Knowledge of wellbeing and safeguarding issues pertaining to young people.
- A desire for continuous professional and personal development

Desirable

- An understanding of the developmental, emotional, social, and educational issues of children and young people.
- An awareness of range of needs of people from diverse ethnic, cultural, and social backgrounds.
- First aid training

Professional Qualities & Skills

Essential

- A positive and practical individual, who relishes being part of a team environment, and has the ability to take both a long-term strategic approach and to handle situations immediately as they arise.
- A highly organised person, able to communicate their expectations to others with efficiency and empathy.
- The ability to prioritise and work at pace in a busy school environment
- The ability and skills to analyse and manipulate data with a working knowledge of the Microsoft Suite of programmes including Word and Excel.
- A sensitive, caring individual who understands the challenges of life at school

Experience

Desirable

- Experience working with young people
- Experience working within a school community
- Administration of systems like Sims and CPOMs
- Experience of working as part of a multi-disciplinary team
- Experience of working with children with Neurodiversity



44 As a new member of staff, I have felt very welcomed and engaged by the community of staff and pupils at WHS. It is a thriving, creative place where people are included, seen and respected.



Wimbledon High School

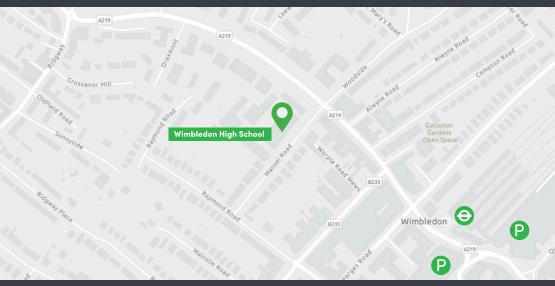
Wimbledon High School is conveniently situated in the heart of Wimbledon. The station is a few minutes' walk away, serving National Rail, London

Underground and Tramlink.

Buses 93, 493, 200, 57 and 131 stop nearby.

If you are driving to Wimbledon to visit the school, please use one of the two public car parks marked on the map and allow plenty of time. Parking in Mansel Road and surrounding roads is limited to a few metered bays. We regret that there is no visitor parking available on the school site.

Our playing fields are at Nursery Road, a ten minute walk down Worple Road.



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Head

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