



# Proctor Student Support

## Salary Grade

Full time, Grade F, SCP 22-25 (£29,439 to £32,020)

## Reporting to

The Assistant Headteacher

## Job Purpose

The Proctor's role is to promote the values and vision of the school, developing a culture of high expectations and personal responsibility and promoting high standards of student behaviour, discipline and personal appearance.

The Proctor will be responsible for assisting the Headteacher, Leadership Group, Heads of Year, and staff in promoting and maintaining responsible behaviour and the general good order of the school site during the school day. Also contributing to the safety and wellbeing of students by supporting the staff in their duties.

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## Key Tasks

### Students and Parents

In conjunction with the Assistant Headteacher:

- Respond to and investigate behaviour incidents. Support and liaise with the Leadership Group and Heads of Year to ensure any disruption is minimised.
- Pay particular attention to and provide support for our learning managers, supply teachers, and any teacher we employ on a short term contract.
- Leadership and management of the lunchtime supervisors.
- Leadership and supervision of the break and lunchtime periods; in conjunction with duty staff, duty prefects and lunch time student supervisors.
- Provide direct support and supervision of the lunchtime student supervisors.
- Provide additional behavioural mentoring support for individual students and groups of students, as directed by Headteacher, the Leadership Group or Heads of Year.
- Oversee and monitor the community service groups, allocating duties, keeping registers, following up poor performance and providing as far as possible students to assist in clearing Refuel at break and lunchtimes.
- Awarding house points and commendations, as appropriate, and passing the weekly scores to the Head of Houses and Community.

- Working with the Head of Houses and Community, and Deputy Proctor to raise the profile of rewards and celebrate achievements and success of students.
- To be proactive in supporting the school behaviour system by being a visible presence in corridors between lessons', ensuring that students are properly dressed and are moving as sensibly and safely as possible.
- Liaise, communicate with and manage interactions with key internal staff and communicate outcomes to others as appropriate.
- Take a role in ensuring high levels of student engagement in learning. This may include observing students in the classroom.
- Communicate effectively with parents and carers when appropriate.
- Uphold expectations with regard to uniform, attendance, punctuality and respectful behaviour.
- Support individual students to access lessons and learning, helping them to meet expectations of teachers.
- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing difficulties.
- To be able to supervise classes when needed, sometimes at short notice.
- Support the running of detentions both in a supervisory capacity and ensuring all students attend.
- Support the Leadership Group in maintaining a strong visible presence in the local community at the start and end of the school day.
- Plan and deliver quality and purposeful assemblies which promote the school's ethos and values.
- Liaise with outside agencies to support students and to remove barriers to learning.
- Support the development and training of others, ensuring that their CPD needs are met, including the induction programme for new staff.
- Line manage the Deputy Proctor.
- Contribute to the management of school events; open evenings, celebration events, 11+ examinations, trips, extra-curricular and social events.

#### **Additional duties:**

- To participate in induction training, staff review processes and professional development opportunities.
- To train as a first aider and provide emergency first aid to students as necessary.
- To train and act as a designated child protection officer in school.
- To comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Head Teacher.

#### **Resources**

This job description outlines the duties required of the post to indicate the levels of responsibilities. It is not a comprehensive list and the Headteacher may vary the duties from time to time although the general character of the job and the level of responsibility will not alter.