

SEFTON METROPOLITAN BOROUGH COUNCIL
PRESFIELD HIGH SCHOOL & SPECIALIST COLLEGE

JOB DESCRIPTION

Post: Pastoral TA - Level 3

Grade: Grade F (SCP 12 - 19)

Responsible to: Associate Senior Leader for Behaviour

Responsible for: Working as part of the Pastoral Team to provide pastoral support to children and staff with responsibility for overseeing a specific Key Stage

JOB PURPOSE

- Act as a first response/point of contact for daily behaviour support when not in class.
- To prepare, deliver and evaluate behaviour intervention programmes to pupils, inclusive of restorative and re-engagement programmes.
- Engage with Team Teach strategies and promote positive behaviour support across the school to support physical and emotional welfare.
- To support teachers with classroom management and behaviour techniques.
- To provide specialist support for children with a diagnosis of ASC.
- To liaise effectively with the pastoral team alongside SLT with a child centred approach.
- To liaise and maintain good working relationships with other staff, parents and outside agencies as required.
- To promote positive play, friendships and social skills during break and lunchtimes.
- Work from bespoke timetables with 1:1 students who require extra support.

MAIN DUTIES

Support for the Pupil

- Pastoral Support – to support individual behaviour plans, social, emotional, wellbeing programs and any other pupil/students needs including supporting pupils with challenging behaviour.
- Prepare, deliver and evaluate intervention programmes as directed by the pastoral team.. This may be 1:1 or small group

- Identify barriers to learning with the support of the class/subject teacher. Support the identification of appropriate social progress targets to help combat identified barriers.
- Support pupils in developing their learning and thinking skills and becoming independent, cooperative and collaborative learners.
- Supports students on a monitoring card to meet their targets.
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Assist with the development and implementation of Individual Education Plans.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Implement individual SALT / OT / Physio programmes as and when required.
- Provide additional support for individual pupils enabling them to maintain their access to learning, this will include personal care, pastoral support, facilitating use of specialist equipment, etc.
- Medical Needs – willingness to support student/pupils individual medical needs following appropriate training.
- Support the Associate Senior Leader for Behaviour and Deputy Headteacher in monitoring and improving attendance

Support for the Teacher

- Support teachers with the administration of exams/tests to include liaising with the SENCo, form teachers and subject teachers regarding access arrangements.
- Cover lessons when appropriate/necessary.
- Provide minimal clerical / administration support (e.g. photocopying, typing, filing, collecting money, etc.).
- Contribute to the creation of specialist resources e.g. visual supports for individuals / groups of pupils.
- Establish and maintain an appropriate learning environment under the supervision of the teacher..
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems / records as requested..
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Liaise sensitively and effectively with parents / carers as agreed with the teacher within role / responsibility and participate in feedback sessions / meetings with parents under teacher's supervision.

Support for the Curriculum

- Have or be willing to complete Level 2 Team Teach training.
- Support the delivery of agreed learning activities / learning programmes, adjusting activities according to pupil learning styles and individual needs.
- Assist pupils to access learning activities through specialist support e.g. curriculum / SEN specialism.

Support for the School

- Keep yourself informed of student issues in order to have a proactive response and preempt any challenges. (Form bulletins, briefings etc)
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development / improvement plan.
- Provide consistency by acting as Cover Supervisor in the unplanned absence of the Teacher.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required.
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.
- Help maintain and promote good use of the intervention spaces.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

We are committed to promoting the safeguarding and welfare of children and Young People and expect all staff and volunteers to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

Due to the nature of the work involved, this post is "exempt" from the provision of the rehabilitation of Offenders Act 1974.