



Ridgeway High School Job Profile

Position:	Pastoral Assistant
Scale:	Band G
Responsible to:	Assistant Headteacher
Hours	Term time only / 36 hours per week (41 weeks)

Key Accountabilities

- To engage with parents/carers and families to provide early intervention, support and guidance to improve attendance and learning outcomes for students.

Key Accountability Tasks

- Support school strategies to improve behaviour and attendance
- Work with students to ensure they are in every day and they are ready to learn
- Develop and maintain effective contact and communications with parents/carers and families, including home visits as required
- Work with a range of school staff to help plan strategies and interventions to address individual student issues
- Provide advice and guidance to families to reinforce their self-esteem and support student achievement and attendance
- Implement action plans with parents / carers and monitor and report on progress and achievements
- Sign post families to sources of advice and guidance
- Work with external agencies, such as health professionals, Children's Centres
- Maintain pupil records and case files
- Undertake first day contact of parents / carers
- Liaise with other staff regarding persistent absentees: follow through incomplete registrations and reasons for absence
- Develop and deliver a programme of family-related activities to meet the needs of the school community
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post, as requested by the headteacher

NOTE

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.