

JOB DESCRIPTION

Post Title: Pastoral Support Assistant

Salary: Band D, 6-7 actually salary, actual salary £22, 699 - £23,060

Hours: 36 hours per week, 7 hours and 12 minutes a day, 39 weeks in total, during term time.

Responsible to: Pastoral Assistant Headteacher or Head of Inclusion

Responsible for: This is a varied role, supporting the heads of Year, Behaviour Manager and Head of Inclusion/ SENDCo, with day-to-day support for pupils. Spending time working directly with individual and small groups of children to support their choices and attendance to school, actively and positively engaging with support for positive decision making by pupils. With the most important aspects of the role being a positive role model, with strong relationships across the school and a clear understanding of the framework of shared values: Care, Respect and Inspire and how these apply to secure the best outcomes for **all** pupils.

The role will see you proactively support positive choices, but also support pupils as they reflect and respond to poor choices, with all aspects always being seen as a chance to learn and grow.

You will support your admin colleagues and work in a collegiate manner, that from time to time, will require you to support colleagues as need arises – no two days are the same in a school.

You will support the ethos and culture of the school undertaking lunchtime and after school activities with pupils as directed and required.

It is expected that the postholder will carry out her/his responsibilities within this framework.

Job descriptions are subject to review and amendment.

Key responsibilities:

- Support the Attendance Officer and Heads of Year to monitor and improve attendance to school for all pupils
- Act as a point of contact for pupils requiring support
- Support pupils with transition into the school, regardless of their point of entry to the school
- Support pupils to develop social skills and friendships
- To supervise and support pupils during 'free, unstructured time', as directed
- To support at information evenings, parents evenings, open evenings and other times as required
- To maintain confidential pupil records, including filling confidential documents in paper and electronic form
- To build relationships with parents, attending meetings and making calls home
- To act as a first aider
- To accompany staff on home visits as required
- Communicate effectively across the school community
- Build strong, positive relationships across the school community
- Take an active role in the wider development of yourself and others within the school.

General and Wider life of the school:

- Take an active role whenever possible, in the development of the school's policies, procedures and day-to-day activity of the school
- Take an active role in their own professional development, keeping up to date with matters such as safeguarding, attendance, support for pupils etc
- Uphold the highest standards of ethics and behaviour, within and outside of the school
- Have proper and professional regard for the ethos, policies and practices of the school
- Maintain high standards with regard to attendance and punctuality to school
- Adhere to all school policies and procedures as instructed such as H&S, GDPR, HR policies, examinations and admissions
- To take responsibility for keeping up to date with all school policies and procedures including safeguarding with regard to the protection of children and young people
- To work to support all students to be successful, regardless of who they are
- To demonstrate at all times, a commitment to the protection, well-being and safeguarding of all within our community
- Work with Line Manager to manage own professional development, including performance appraisal and identifying and meeting training needs in order to ensure competence and compliance. Carry out all identified training opportunities.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

Person Specification: Pastoral Support Assistant

E: Essential

D: Desirable

Demonstrated by:

A - Application process I - Interview process

Experience:	E/D	A/I
Experience of working with young people in a similar role	D	A/I
Experience within the Educational Sector	D	I
Experience of working with Children	D	A/I
Qualifications and Training:		
Minimum GCSE Maths & English Grade 4 or Higher (C or Higher) or equivalent examinations	E	A
Practical ICT skills – Word, Excel etc.	D	A
Knowledge:		
An understanding of the needs of children and young people	E	A/I
First aider or willingness to train	E	I
Aptitudes:		
Ability to work with others to prioritise work, based on need	E	I
Punctual, reliable and consistent	E	A/I
Positive and committed to the success of all	E	I
Ability to manage conflict and challenge	E	I
Able to work as a part of a wider team and act on own when required	E	I
Able to work to deadlines	E	I
Willingness to contribute to the wider life of the school	E	I
Values:		
Motivated to work autonomously and organise personal workload	E	A/I
Commitment to own Professional Development	E	A/I
Ability to work well under pressure	E	A/I
Problem Solving	E	A/I
Reliable and committed to role and school	E	A/I
Willingness to go the extra mile/be flexible in approach	E	A/I
Honest & Trustworthy	E	A/I
Excellent Team Player	E	A/I
Assertive with the ability to communicate at all levels of the business	E	A/I
Organised with good attention to detail	E	A/I
Safeguarding and welfare of the school community:		
The ability to maintain appropriate relationships with all members of the school community	E	A/I
The ability to manage pupil and colleagues' behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I