



Pastoral Support Assistant

JOB PURPOSE

To contribute to the comprehensive coverage of daily operations involving welfare, safety and behaviour assistance with student pastoral care.

To respond to minor pastoral issues that emerge throughout the school day in liaison with Pastoral Managers.

To provide a non-teaching point of contact for parents, carers and students throughout the school day.

To support students who have emerging concerns regarding their emotional wellbeing.

To work with other pastoral and safeguarding colleagues to ensure the voice of students with SEMH concerns is heard by other students, teachers and school leaders.

To support in the pastoral needs team including contributing to the break duty rota and the supervision of students in internal exclusion.

Main duties and responsibilities

Learning

1. To break down barriers to learning for students.
2. To support the improvement of attendance and ATL of our vulnerable students.
3. To supervise students in the internal exclusion room and offer help and guidance when required.

Expectations and Climate for Learning

1. To develop restorative practices in an attempt to modify and improve behaviour, and improve relationships between students and students and students and staff.
2. To liaise with parents/carers and external agencies regarding the welfare of students (including medical issues and emotional wellbeing).
3. To support with the monitoring of student behaviour and attendance.
4. To support arrangements for School Attendance Panels, Team Around the Family interventions and Pastoral Support Plans where appropriate.
5. To liaise with the Senior Assistant Headteacher (Inclusion) with particular reference to vulnerable students, children in care, pupil premium students, safeguarding etc.



6. To assist with the monitoring of school dress and help resolve issues of non-compliance.
7. To assist with the management and maintenance of high standards of student conduct and expectations at all times.

Duties

1. To provide pastoral and behaviour support for students.
2. To provide first aid when required.
3. To assist with the monitoring of attendance and intervene when appropriate.
4. To monitor and keep appropriate records of pastoral support offered to students.
5. To communicate relevant information to parents/carers and staff.
6. To be involved in the transition programmes as appropriate.
7. To update the school information management system (SIMS) with accurate information.

Monitoring and evaluation

1. To provide termly updates to pastoral and senior leaders on students accessing support and interventions implemented.

General

- To attend school and relevant wider based training sessions as required.
- To attend meetings and undertake duties as reasonably directed by the Headteacher.
- Comply with the requirements of Health and Safety and other relevant legislation and school policies and to understand and comply with the School's Equal Opportunities Policy.
- The job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<p>Appropriate Level 2 Maths and English qualifications</p> <p>OCR Stage 1</p> <p>Knowledge of Microsoft Office</p> <p>First Aid qualification</p>	<p>Post 16 educational qualifications OCR Stage 2</p> <p>Relevant Training</p>
Professional Development	<p>Evidence of commitment to own professional development</p> <p>Seeking to develop a career working with young people in an educational context.</p>	<p>Recent relevant in-service training.</p>
Experience	<p>Successful experience of working with young people (voluntary or paid).</p> <p>Experience of using behaviour management strategies with young people.</p> <p>Experience of working effectively within a team.</p> <p>Experience of delivering effective outcomes when working to tight deadlines.</p>	<p>Experience of working in a highly confidential environment.</p> <p>Recent experience of a multi-tasking role.</p> <p>Evidence of independent work.</p> <p>Experience of working in a similar role.</p>
Knowledge	<p>Familiarity with word-processing and spreadsheet software (or ability to respond to training).</p> <p>Good knowledge of intervention and support strategies.</p> <p>Knowledge of equal opportunities, safeguarding, and climate for learning.</p>	<p>An understanding of how schools work.</p>
Skills	<p>High levels of literacy, numeracy and ICT.</p> <p>Good attention to detail.</p> <p>High levels of tact, diplomacy, discretion and ability to respect confidentiality.</p>	<p>Proficient use of school software, email and the internet.</p>



	<p>Calm and adaptable with an ability to work in a flexible and busy environment.</p> <p>Excellent organisational and prioritisation skills.</p> <p>Good time management skills.</p> <p>Excellent interpersonal skills.</p> <p>Ability to carry out routine and clerical tasks.</p> <p>High expectations of behaviour.</p> <p>Able to challenge without being confrontational.</p>	
Commitments	<p>A belief that young people can be successful with appropriate support to challenge barriers to learning.</p> <p>Inclusive and comprehensive education.</p> <p>Raising standards and life-long learning.</p> <p>Commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Promotion of extra-curricular activities/educational visits/out of school learning.</p>	
Personal	<p>Passion for improving outcomes for young people.</p> <p>Capacity for hard work.</p> <p>Enthusiastic, reliable and flexible.</p> <p>Relentlessly positive.</p> <p>Ability to work under pressure and determination to succeed.</p> <p>Ambitious for further promotion.</p> <p>Willingness to undergo appropriate checks, including enhanced DBS checks.</p> <p>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</p> <p>Able to demonstrate diplomacy, credibility and stature.</p>	

The postholder will at all times work in line with the school's policies and procedures.