



## Job Description

POST TITLE	Apprentice Pastoral Support Assistant
Purpose/Context Statement:	<p>The postholder will work within the Pastoral Team, providing a wide range of support to the students. They will be the first point of contact for students and provide support for the pastoral system. They will have specific responsibility for the administration of the sanction system; allocating detentions and communicating with parents in liaison with the Behaviour Intervention Manager. They will collate behaviour information for tutors and teaching staff.</p> <p>All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focusing on the needs of staff, students, parents and governors of the school and being flexible, whilst prioritising workload and meeting deadlines, in a busy pressurised environment.</p>
Reporting to :	Assistant Headteacher (Pastoral)
Responsible for:	None
Principal Contacts:	Students, staff
Working Time:	TTO plus 5 PDDs
Expected Duration	The Level 3 qualifications will be over 18 months. On successful completion there may be an opportunity to continue as a Pastoral Support Assistant or apply for other opportunities within the school.
Salary/Grade:	Scale 2 (3-4) pro-rata
Disclosure level:	Enhanced
Key Responsibilities	
Outline responsibilities and tasks:	<ul style="list-style-type: none"> <li>• Fulfil the specific responsibilities of the post as outlined in the context statement</li> <li>• Allocate sanctions and communicating them to parents</li> <li>• Monitor student attendance in detentions</li> <li>• Collate praise and sanction data and its publication to tutors and the Pastoral Team</li> <li>• Co-ordination of Departmental Catch-up and Intervention session notifications to students and parents</li> <li>• Co-ordination of uniform and contact with parents where appropriate</li> <li>• Co-ordination of equipment infringements and contact with parents where appropriate</li> <li>• Administer Reward Trips in collaboration with the Behaviour Intervention Manager</li> <li>• Provide administration support to the pastoral team</li> </ul>
Staff development/Performance Management:	<ul style="list-style-type: none"> <li>• Share good practice and promote collaborative teamwork to motivate and inspire colleagues</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• Communicate effectively and positively with all stakeholders</li> </ul>



Pupil Welfare:	<ul style="list-style-type: none"> <li>Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of students, including students with educational, physical or emotional special needs</li> </ul>
Quality Assurance:	<ul style="list-style-type: none"> <li>Ensure that all communication follows School or Trust policies and branding guidelines</li> <li>Contribute to the School Development Plan targets</li> </ul>
Safeguarding, confidentiality and data protection:	<ul style="list-style-type: none"> <li>Undertake Safeguarding Training as required</li> <li>Ensure that all students and staff are appropriately safeguarded</li> <li>Maintain appropriate levels of confidentiality when dealing with stakeholder data and information</li> <li>Adhere to the General Data Protection Regulations</li> </ul>
Extra-Curricular:	<ul style="list-style-type: none"> <li>Support the school's extra-curricular programme through active participation in at least one activity</li> </ul>
Personal Development:	<ul style="list-style-type: none"> <li>Reflect on own practice and work collaboratively with your line manager to identify development needs and participate in annual performance review as part of an active programme of CPD</li> </ul>
Health and Safety:	<ul style="list-style-type: none"> <li>Undertake Health and Safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>Play a full part in the life of the school community, to support its vision and values and encourage and ensure staff and pupils to follow this example</li> <li>Attend school meetings outside normal working pattern as required</li> </ul>
<p>Avonreach Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified, due to the ever-changing environment of school life. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.</p> <p>The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy.</p>	

Name of Postholder:	
Signed:	Date:
Version Number:	1
Date:	January 2022



## PASTORAL SUPPORT ASSISTANT PERSON SPECIFICATION

	Essential	Desirable
<b>Knowledge &amp; Experience</b>		
GCSEs Maths and English grade C or above, or equivalent	✓	
First Aid qualification or willingness to undertake appropriate training	✓	
Experience of working in a school		✓
Understanding of and commitment to child protection procedures and safeguarding matters		✓
Relevant experience of office administration and the full range of general office functions		✓
Relevant experience / training in the use of Microsoft packages including Word and Excel	✓	
Knowledge of school management software		✓
<b>Skills &amp; Abilities</b>		
Use own initiative as well as working within a team environment	✓	
Excellent administrative, communication and interpersonal skills	✓	
Interact positively and professionally with students	✓	
Establish effective, professional relationships with families	✓	
Attention to detail, working to high levels of accuracy and adhering to strict deadlines	✓	
Organise and prioritise work	✓	
Maintain confidentiality at all times	✓	
Use discretion to make confident and prompt decisions	✓	
Work flexibly as the need arises	✓	
<b>Personal Qualities</b>		
Commitment to achieving high standards	✓	
Commitment to own professional development	✓	
Enthusiasm and a positive outlook	✓	
Excellent attendance and punctuality	✓	
Communicate effectively	✓	
Responsible, honest and reliable	✓	
A sensitive and caring manner	✓	
Calm under pressure	✓	
A sense of humour	✓	