**Pastoral Support Assistant**

JOB TITLE Cover Supervisor/Pastoral Support Assistant

GRADE

DBS REQUIREMENTS Enhanced

Hours/Weeks 36 hours per week, term time only

Responsible to: Pastoral Manager

**Job Description**

Duties and responsibilities

**Aims and purpose of the role:**

* To supervise whole classes during the short-term absence of a class teacher under the guidance of teaching/senior staff including implementing work programmes, managing student behaviours and assisting students in relevant activities in line with the school’s policies and procedures.
* To work as a member of the pastoral support team, as directed.

**General Cover Supervisor**

* To cover classes across the school, in the absence of the teacher, according to the schools’ policies and procedures.
* To undertake activities as directed, with whole classes, individual or small groups of students.
* To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
* To monitor and evaluate students’ responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
* As appropriate, to use ICT effectively to support leaning activities

**General Pastoral Support**

* The key objective of the role is to provide pastoral support across the school. This will entail working alongside the staff team to support students, so they can access the curriculum, take part in learning and achieve well.
* To be first response to incidents, carryout investigations and report findings to Year leaders and senor leaders
* Oversee the Student Support Area
* Assist in the running of centralised detentions
* Guide and mentor student’s so that targeted, measurable and significant improvement is secured in and outside of the classroom
* Assist with the development and implementation of positive behaviour plans and risk assessments
* Provide 1:1 support via reflective and restorative practice, where necessary.
* To provide support in the delivery of specialist interventions, taking a lead where appropriate.
* Establish positive relationships with students and interact with them according to individual needs.
* Liaise with teachers and other staff about the needs and progress of students receiving support
* Liaise with parents in line with school policy and Senior Leadership Team
* Promote the safety, safeguarding and well-being of students, by following the latest requirements of Keeping Children Safe in Education and the school’s child protection policy.
* To support induction of new students into the school.
* Undertake any other relevant duties assigned by the assistant principal – pastoral support, as required.

**Support for the school**

* Assist with the supervision of students during lessons, transitions and at break and lunchtimes.
* Assist in the supervision of students in the student support area.
* Accompany other staff and students on visits, trips and out of school activities as directed.
* Respond to ‘on call’ withdrawing students were appropriate and supervising them
* Be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Attend and participate in relevant meetings, as directed.

**Professional learning and development**

* Participate in training and other learning activities and performance development, as directed.
* To be a reflective practitioner, evaluating and improving own practice in order to have a positive impact on students’ development.
* To develop and enhance expertise in supporting students with complex social, emotional and mental health needs by attending training and working alongside relevant internal and external professionals, such as psychologists and therapists.

**Person Specification**

Criteria

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| **Criteria**  | **Essential/ Desirable**  |
| GCSE grade C or Level 2 equivalent functional skills in English and Maths  | E |
| Foundation degree or Level 5 relevant qualification/skills  | D |
| Level 3 Certificate in Supporting Teaching and Learning  | D |
| Safeguarding training (level 2 or above)  | D |
| Experience of working with young people with Social, Emotional and Mental Health difficulties and/or challenging behaviour  | E |
| Experience of working with students with a range of Special Educational Needs such as ADHD and ASD.  | D |
| Understanding of alternative and therapeutic interventions for student progression.  | D |
| Highly adaptable and flexible  | E |
| An understanding (practical and theoretical) knowledge of behaviour management strategies  | E |
| The ability to work effectively as part of a team, but also to use initiative within the guidelines set by the school with tact and diplomacy  | E |
| The ability to recognise and be sensitive to the individual needs of students  | E |
| High levels of emotional literacy – self-awareness and recognition of own feelings and knowing how to manage them | E |
| Ability to deal directly and communicate routine/information sensitively with confidentiality | E |
| Patience and resilience | E |