THINKING SCHOOLS ACADEMY TRUST

Job Description

JOB TITLE	House Support Assistant
JOB FAMILY	Pastoral
PHASE	Secondary
REPORTING TO	House Leaders

Job Purpose

1. Working alongside the House Leaders and Pastoral Support Assistant team you will be responsible for the efficient and effective Pastoral Support provision ensuring every child is supported to achieve their full potential.
2. Promoting high standards of behaviour and learning in accordance with the Academy behaviour for learning policy.
3. Leading on the supervision of the Internal Reflection Room by promoting a positive ethos within the room that is in line with the behaviour for learning policy and supports student learning.

Duties and Responsibilities

- Supervision of students within the Internal Reflection Room during the Academy day.
- Ensuring students access learning whilst in the Internal Reflection Room.
- Maintaining a visible presence about the Academy throughout the day. Patrol corridors regularly keeping discipline and order, leading on-call and identifying 'hot spots' within the Academy.
- Provide on-call support for incidents when needed and seek quick resolutions.
- Supervision of students throughout the day including before school, during break, lunch and after school.
- Supervision of detentions as required.
- Enforcing uniform expectations
- Supporting and monitoring interventions for behaviour, learning and achievement.
- Liaison with parents, carers,
- Liaising with staff including HOYs/HODs as appropriate.
- Providing administrative support by ensuring behaviour incidents are logged, documents are filed.
- To mentor vulnerable groups of students who are at risk of underachieving.
- Keep accurate records of student's punctuality, attendance and behaviour.
- To assist with the provision of quality reports on individual learners regarding behaviour and intervention for statutory external agencies, SSG, Medway Inclusions.
- Assisting with the provision of administrative support/typing for behaviour.
- One-to-one informal support and counselling of students.

Working with colleagues and other relevant professionals

- Establishing positive relationships with parents/carers and outside agencies working in health; the police; social care and youth, in order to promote the well-being of all students
- Supporting Teaching and Learning by helping maintain good order
- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Following the correct policies and procedures, including those for Safeguarding, to ensure all students achieve and are safe.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Participate in training and development programme.
- Attend meetings where necessary.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other Areas of Responsibility at The Victory Academy

To act as designated first aid person on duty.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at The Victory Acdemy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the

welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Pastoral Support Assistant.

Name:……

Signed: ……

Date: ……