



## **Job Description**

### **Pastoral Assistant**

#### Job Summary

Working as a member of the Student Support team to support the smooth and effective management of behaviour and maintenance of high standards with regard to attendance, punctuality and attitudes to learning across the school.

Reporting to:

Pastoral Team Leader

#### Key Responsibilities and Accountabilities

To support the Pastoral Team and other key student support teams to ensure that:

- Students:
  - Arrive at lessons on time.
  - Circulate safely around the school.
  - Remain and behave well in supervised areas at unstructured times of the day.
  - Are fully equipped in lessons and are ready to learn.
  - Comply with school expectations and routines throughout the day.
- Processes are followed for managing students effectively when challenging rules and expectations in lessons.
- Administrative tasks are managed to allow for effective communication, recording and reporting of behaviour and attendance related matters.

#### General

- Maintain the confidential nature of information relating to the school, its students, parents and carers.
- Model professional behaviour and attitudes around the school to ensure the highest standards of appearance and conduct are met.
- Promote the inclusion and acceptance of all students within the classroom.
- Encourage students to interact and work co-operatively with others.

- Challenge and motivate students, promote and reinforce self-esteem.
  - Support students consistently whilst recognising and responding to their individual needs.
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- Contribute to Co-op overall vision, values and guiding principles.
  - Attend and participate in training events and participate in project teams.
  - Attend, lead and participate in regular meetings.
  - Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
  - To carry out any other reasonable requests as and when required.
  - Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies

#### Professional Expectations of Support Staff

- Put students first and their safety foremost.
- Follow Standard Operating Procedures and contribute to their review.
- Work as partners with class teams by taking part in briefings and planning discussions.
- Provide support for classroom colleagues through whole school systems and procedures.
- Liaise with parents and other partners, services and agencies as directed by managers.
- Rigorously apply school policies and ensure procedures are followed.
- Participate in supervision duties.
- Participate in professional development opportunities.
- Contribute to a positive safety culture.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes roles will naturally evolve.

Job descriptions will be reviewed with postholders and updated periodically to reflect this.