



THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Pastoral Assistant	Department/Group :	Pastoral / Support staff
Level/Salary Range:	Grade E SCP 11 - 17	Reporting to:	Head of Year
Contract term:	Term time + 5 days	Hours per week:	37

Vision Statement

“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

Main Objectives of Role:

Assist with the pastoral duties of a year group, under the direction of the Head of Year

Job Description:

- Collecting and/or interviewing pupils as directed by the Heads of Year and completing relevant documentation
- Under the direction of the Head of Year, liaise by telephone/email/in person with parents/carers/external agencies regarding pupils in your year group to sort out issues and/or concerns
- Supporting all pupils to maintain excellent attendance by liaising with home
- Carry out basic administration duties on behalf of the Head of Year, including the Sixth form bursary
- Assist with the preparation of year group events weekly, termly and yearly, e.g for end of year “reward assemblies”
- Ensuring good communication with, and feedback to, the Heads of Year/Head of Sixth Form/Deputy Head
- Involvement with the interview process for option/career choices and similar processes
- To supervise pupils inside and outside the building as part of organised duties.
- To be on call during the school day to support with pastoral issues.
- To support with the supervision of pupils in the Inclusion Hub.
- Attendance at Year team meetings as required
- To undertake the registration and collective worship of pupils as required
- Under the direction of the person responsible for ‘cover’ to carry out the supervision of classes in the absence of their teacher, ensuring pupils engage in the work set, maintaining good order and a purposeful atmosphere
- To do such tasks to enhance the learning environment, e.g., putting up displays, preparing teaching materials and delivering learning activities under a teacher’s direction.

General responsibilities

- Work collaboratively with a range of internal and external partners, demonstrating a positive ‘can do’ attitude and working as one team for the wider ‘team BFT’
- Limited flexibility with working hours on occasion beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Trust strongly

recognises the fundamental importance of a private and family life, and of adequate rest and recreation.

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated: January 2024

PERSON SPECIFICATION

	Pastoral Assistant - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
Qualifications	To possess A Level qualification or equivalent	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
Experience Skills and Knowledge	To have previous experience of working with young people of secondary age or older	E
	Experience of working with young people in informal situations	E
	Evidence of effective counselling skills	E
	Ability to enforce school policies and matters of pupil discipline	E
	To be prepared to visit other establishments to obtain best practice	E

	Pastoral Assistant - CRITERIA	Essential / Desirable
	Able to improve their own practice through performance management and discussion with colleagues	E
	Evidence of the ability to innovate	E
	Willingness to participate in relevant training and development opportunities	E
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E