

**The Observatory School**

**JOB DESCRIPTION**

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| Designation of Post | **PASTORAL ASSISTANT** | Grade | **BAND F**  **SCP 22-25** |
| Response to | Pastoral Manager | | |
| **MAIN DUTIES**  To deliver an appropriate short-term curriculum for students who have been removed from lessons or are internally excluded, ensuring that they are working on appropriate and accessible materials that provide continuity with faculty Learning Programmes and maximise academic progress.  To deliver individual and small group work to a cohort of students during the school day, liaising effectively with teaching and pastoral staff. To develop positive relationships with students whilst emphasising school expectations and routines.  To maintain a focus on academic progress within the ‘return to learn’ room, organising learning materials and equipment so that it is an orderly learning environment.  To provide individual mentoring and behaviour support to students with a range of needs, including a focus on de-escalation strategies, conflict resolution and emotional regulation skills.  To plan effective reintegration into lessons, supporting students with restorative justice and re-building positive relationships with staff. To work effectively with a range of staff and families/carers, sharing information and collaborating on school strategies to sustain change in behaviour.  To maintain effective records and analyse a range of behaviour and attendance data in order to target support strategically.  To provide the senior leadership team with a behaviour and attendance report weekly, to include an analysis on the use of Restrictive Physical Intervention.  To model appropriate and calm behaviours that promote a purposeful and positive working environment.  To deliver the schools work related learning program, including the work experience (once per year) and support the year 11 in their transition to further education.  To follow school safeguarding procedures and policies, adopting safer working practices at all times.  **Support for the School:**  Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).  Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.  Contribute to the school ethos, aims and development/improvement plan  Appreciate and support the role of other professionals  Attend relevant multi agency meetings as required.  Participate in training and other learning activities as required Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours  Accompany Pastoral Support staff and students on visits, trips and out of school activities as required  To cover tutor time as required by the needs of school.  Cover break duties as directed by the Deputy Headteacher  **Generic Responsibilities:**  Promoting the School’s core values.  Assuming responsibility (as required) as a key worker for the learning progress of a specific group of individual students.  **Monitoring:**  Monitoring pupil behaviour and interventions.  **Meeting attendance:**  Collecting and monitoring attendance data.  In accordance with statutory requirements using schools information management system to record attendance.  Using data to promote good attendance  **Other:**  As specified by the Headteacher and in accordance with the School’s Performance Management Policy for all staff. As reasonably directed. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.  To diligently follow Safeguarding Policies, Procedures, Systems and Processes. | | | |

June 2021