

Pastoral Assistant - Job profile

Full-time, term time (willing to negotiate working hours)

Full time will be 37 hpw/ 39 weeks per annum – 0.8628 FTE

(Band 2a, pro rata from NJC Scales 6 to 9– actual salary £21,401 to £22,840)

Core purpose

Turing House's pastoral team support students with their social and emotional needs. Under the guidance of the Head of Inclusion you will provide assistance to our pastoral team and the students we support. You will support students in accessing their lessons and where necessary, provide learning support either within lesson or in the pastoral area.

General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the school's performance management scheme.
3. To undergo in-service training where required and to share expertise and skills with others.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To contribute to the overall ethos/work/aims of the school.
7. To carry out such particular duties as the Headteacher may reasonably direct from time to time

Accountabilities:

The post holder will:

- Report to the Head of Inclusion.
- Work closely with other staff.

Specific responsibilities:

Support for Students

1. Supervise and provide particular support for targeted students, including those with special needs, ensuring their safety and access to learning activities.
2. Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individuals' needs.
3. Encourage students to work and act independently as appropriate.
4. Organise/do administration for the pastoral team
5. Attend to the students' personal needs (social, health, physical, hygiene and welfare), referring to line manager any concerns about student safety and well-being.
6. Establish productive working relationships with students, acting as a role model and setting high expectations.
7. Promote the inclusion and acceptance of all students.
8. Set challenging and demanding expectations and promote self-esteem and independence.
9. Record students' progress providing feedback to students and relevant staff.
10. Use strategies, in liaison with teachers, to support students to achieve learning goals
11. Assist with the planning of learning activities.
12. Monitor students' responses to learning activities and accurately record achievement/progress as directed.
13. Target, organise, run, measure and report back on small group and one-to-one pastoral interventions, such as the following but not exclusively:
 - a. Girls' group
 - b. Boys' group
 - c. Anger management
 - d. Self-esteem, Anxiety, Personal Safety, Body image, CSE, RSE
 - e. Friendship Issues
 - f. Family Issues

14. Keep and manage detailed, accurate and secure electronic records of concerns, referrals, intervention and support, and maintain student files and chronologies.
15. Perform break and lunch duties
16. Provide support for students with examination Access Arrangements.
17. Support the school with year 6 and year 11/post 16 transition process for SEN and CP students.

Support for the School

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEND Code of Practice as well as general staff procedures.
2. Contribute to the overall ethos, vision and aims of the school.
3. Appreciate and support the role of other professionals.
4. Attend relevant meetings as required.
5. Participate in training and other learning activities as required.
6. Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities.

Person Specification

Experience

- Experience of working in a school environment or a similar role
- Experience of working with young people in a school or extra-curricular context is desirable

Professional knowledge

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy)
- Relevant first aid knowledge desirable but not essential
- Further training relevant to the role desirable but not essential

Skills and Attributes

- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to relate well to children and adults.
- A high degree of commitment to confidentiality
- Good communication skills
- Good ICT skills
- Patient, flexible and adaptable (to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above).