



JOB DESCRIPTION

Title: Pastoral Assistant

Grade: TPLTSS5

Main purpose of the Role

The post holder is responsible to the Heads of Years to assist in the provision of pastoral and academic support to students in year groups to ensure they achieve to their full potential.

To act as an integral part of the school staff team, and as such to make a professional contribution to the overall aims of the school, working within agreed policies and procedures.

Safeguarding responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

Main Duties and Responsibilities

Assist the Heads of Years in monitoring the academic progress of students, through ensuring that data and reports are provided by teachers and tutors. Reviewing data provided by the Data Manager, teachers and tutors in order to identify those failing to make progress

Support students in a year group or groups in their personal development and progress through school by providing encouragement, rewards, advice and guidance, induction.

Liaise, communicate and respond with parents or carers through telephone calls, emails and letters or meetings as directed by the Head of Year.

Support teachers and other staff, visit lessons, meet students, carry out duties in order to ensure that good learning takes place.

Monitor the behaviour of students, carry out investigations, speak to students, communicate with parents.

Ensure that students follow the rules of the school – particularly with regard to school uniform and the behaviour policy

Assist in the organising of activities for students e.g. curriculum collapse days, charity events.

Undertake the role of form tutor, when required.

Be a named first aider and provide quality first aid to students and staff, if and when required.

General

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is site based but may include visiting schools external to and within the Trust for meetings and to support schools.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Supervisory responsibility

The post holder does not have any supervisory responsibilities.

Contacts

Students and staff within the school, parents, carers, external agencies, Education welfare, Mental Health Services, Social Services, Police etc.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Pastoral Assistant

Assessment Criteria	Essential	Desirable
Qualifications	Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework plus 3 other qualifications at this level.	Educated to A Level or vocational qualification Level 3, or higher. Relevant professional qualification in a related field of expertise e.g. teaching, social/caring occupations. First aid qualification
Work Related Experience and Associated Vocational Training	A minimum of two years' experience of working with children 11 -16 years.	Work, with students in a Secondary school environment. Experience of dealing with a wide range of issues affecting young people.
Job Related Skills	Knowledge of word processing and spreadsheets. Relevant educational/ health and safety/ child protection knowledge.	ECDL/CLAIT/ITQ qualification. Good administrative and organisational skills. Knowledge of outside agencies and support networks.
Personal Skills	Must be a good communicator, used to working with adults and children. Must have a knowledge of confidentiality issues and relevant procedures.	Experience with group work.

Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	