

## **Looe Community Academy - Job Description**

**Job Title:** Pastoral Care Assistant (Intervention)

**Location:** Academy based and working with Academy students in other educational settings and on educational visits

**Grade:** Grade E

**Responsible to:** Assistant Headteachers for Key Stage 3 and 4

**Direct supervisory responsibility:** None

**Indirect supervisory responsibility:** None

**Important Functional Relationships:** Students, parents/carers, Senior Leadership Team (SLT), teachers, support staff, tutors, SENDCo, Assistant SENDCo, learning support staff, external agencies

### **Main Purpose of Job**

To provide pastoral care for students, including in relation to intervention, emotional support, behavioural support and guidance, and welfare concerns.

### **Main Duties and Responsibilities:**

1. To support all students, on an individual or collective basis, including in respect to behaviour, attendance, safeguarding, emotional needs and welfare needs.
2. To work independently to deliver intervention strategies and to manage tasks within the purpose of the job delegated by the SLT.
3. To portray and maintain a positive ethos across the Academy.
4. To monitor positive and negative behaviour across the academy and individual students. To act on available information by implementing strategies for praise, rewards, consequences and intervention.
5. To monitor attendance of individual students and to act on available information through implementing praise, rewards and intervention strategies.
6. To provide support to wider staff regarding pastoral and intervention matters.
7. To develop and maintain effective links with parents and carers to support the safety, welfare and success of their child.
8. To support the SLT in the quality assurance and monitoring of the aspects of student life, including uniform, behaviour, attendance and punctuality.

9. To support the delivery of the Personal, Social, Health and Citizenship Education (PSHCE), including through the work of the Integrated Health Centre and through supporting facilitating events such as BROOK and CLEAR.
10. To support the supervision of the internal exclusion and reset room.
11. To participate in duty rota, including break, lunch and supporting the detention rota.
12. To support the transition of new students joining the Academy as in-year admissions, liaising with parents, carers and the Academy tutor.
13. To support the careers co-ordinator in the preparation of individual students for their Key Stage 4 options choices.
14. To maintain records of all intervention activity and to assess and record the impact.
15. To engage in performance appraisal and undertake training and development.
16. To read and adhere to all relevant policies and procedures.
17. To undertake any other duties appropriate to the Grade, as reasonably directed by SLT.

Date reviewed: 16 June 2022

Next review: at each appraisal review

# **Looe Community Academy - Person Specification - Pastoral Care Assistant (Intervention)**

Attributes	Essential	Desirable	How Identified
Relevant experience	Good standard of practical knowledge, skills and experience of working with children, young people or vulnerable groups in a supportive role	Experience of working with children within a school environment or similar  Good understanding of school policies and procedures relating to safeguarding, health and safety, behaviour, attendance, and equality	Application form Interview
Education and training	5 GCSEs (A*-C) (or equivalent) including Maths and English (or able to demonstrate equivalent numeracy and literacy skills to a Level 2 standard)	CPD relevant to the role  Level 2 safeguarding training	Application form
Personal attributes, knowledge and skills	Emotionally intelligent with excellent listening, communication and decision making skills  Enthusiastic for the best outcomes for all students, putting students foremost in every aspect of the daily work  Approaches the role in a calm, positive, self-confident, energetic and enthusiastic manner and with integrity  Is patient, understanding, friendly and approachable  Praises the positive and addresses issues that fall short of expectations  Seeks the positive from every interaction, challenge or situation  Prioritises and organises work effectively in order to achieve deadlines  Understands and is committed to the protection and safeguarding of children and vulnerable groups  Effective ICT skills	Knowledge of issues relevant to education and child development  Experience of working with external agencies  Extra-curricular talent or skill that could enhance the learning environment	Application form Interview