



School Name: Acklam Grange School

Post Title: Pastoral Support Assistant

Salary: GRADE F POINT 8-11
£25,992- £27,269 (actual salary £22,457 - £23,560)

Responsible to: Whole School Behaviour Manager
Lead Assistant Headteacher
Headteacher

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To play a key part in the school's pastoral system working alongside the Year Leaders and Whole School Behaviour Manager to support students through their secondary school life cycle.

Supporting the Whole School Behaviour Manager (WSBM) and Year Offices (YO) in respect of the following:

- To support and guide the students within an allocated Year Group and across the school
- To report directly to the WSBM & Year Leaders all issues regarding pastoral and academic matters
- To assist the WSBM, Year Leaders and Senior Leadership Team to address behaviour and attendance and maintain accurate record keeping
- To promote the academic and pastoral ethos of the school
- To support the school's discovery and reflect provisions when directed
- Be available for staff and students throughout the week and at other times as directed
- To provide support and guidance for students in terms of attending reintegration meetings, pastoral meetings, group tutor meetings and attendance issues
- At all other times, to assist the WSBM, Year Leaders and Senior Leadership Team in supporting students in terms of behaviour and emotional wellbeing during a working day, monitoring reporting procedures, reintegration meetings, internal exclusions, external exclusions, detentions, attendance, lateness
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and school life
- To assist in the monitoring and identification of attendance and tackle low attendance; internal/external truancy; students at risk of exclusion; students with low self-esteem, motivation; students with family and school issues impacting on school life; students educationally underachieving
- To assist the WSBM and Year Leaders to deal with day-to-day behaviour issues within the Year and across the wider school
- To assist with the tracking and monitoring of the academic progress of the students within the Year
- To communicate with teaching staff in terms of student progress both academically and emotionally so as to support the student to reach their potential
- To celebrate successes within the team, the Year and the School
- To operate within legal, ethical and professional boundaries when working with young people. This includes confidentiality policies
- To be a visible and pro-active part of the duty system throughout the School day both in terms of supporting staff in class, and during break and lunchtimes

- To support and help to instil the ethos of the School in support of the Headteacher and Senior Leadership Team
- Provide efficient and effective administrative support to the Year Office and Behaviour Team to ensure the smooth operation of the School
- Be a reference point for pupils who are referred by teaching and support staff - mentoring pupils as appropriate
- Follow up pupil/staff concerns, making telephone and written contact with parents as appropriate
- Follow up safeguarding issues in line with school policy and practice
- Attend conferences regarding pupil welfare and support e.g. case conferences etc
- Support pupils to re-integrate and 'catch up' when they return to school
- Use of the school management information system to access and input data
- Prepare information for, and co-ordinate the production of, individual pupil reports e.g. incident logs for re-admittance after exclusions; material for governors' resolution meeting
- Work with other pastoral support assistants to share good practice/offer support to one another on a regular basis
- To work alongside and effectively with all stakeholders to support the needs of individual students

All Employees Have a Responsibility To:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.