

Job Description

Post Title:	Pastoral Support Assistant [Code 613]
Scale:	6
Hours:	37 hours per week over 39 working weeks
Base:	Helston Community College
Responsible to:	Inclusion Manager
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal</u> : Headteacher, Teaching Staff, Support Staff, pupils. <u>External</u> : LA representatives, parents and carers, Governors, visitors

Main Purpose of the Post:

- I. To deal with pastoral issues as a first response
- II. To provide the highest quality support for pupils who are disaffected or at risk of exclusion from the curriculum

Main Duties and Responsibilities:

1. To promote positive behaviour in pupils and reward effort.
2. To provide mentoring support to pupils with emotional or behavioural difficulties and feed back progress to staff.
3. To work with pupils who are identified as being at risk of disengagement, disaffection or exclusion and pupils who have attendance problems.
4. To establish supportive relationships with the pupils concerned and to encourage acceptance and inclusion of all pupils.
5. To communicate promptly with appropriate teaching staff, as appropriate, any serious concerns regarding a pupil's welfare.
6. To monitor on a daily basis the pupils who are on report; check and sign reports, contact staff and parents for low level follow up and liaise with relevant teaching staff.
7. To patrol the school on a regular basis.
8. To investigate behavioural incidents and report outcomes to senior staff.
9. To ensure pupils adhere to school rules and maintain standards.
10. To supervise school detentions as required and provide cover in the Student Support bases. [Eg. Internal Exclusion, Inclusion, RTL.]
11. To encourage social integration and individual development of pupils.

12. To check pupil uniform and maintain high standards in pupils' appearance.
13. To be aware of confidentiality issues linked to home / pupil / teacher / school work and to ensure the confidentiality under the overall responsibility of such sensitive information.
14. To attend pupil support team meetings and tutor team meetings in order to provide updates on support programmes and activities, developments in learning support strategies and initiatives and to remain aware of pupils' responses to their learning support.
15. To keep up-to-date electronic records relating to pastoral and learning support programmes and activities.
16. To ensure the utmost confidentiality with regard to such records.
17. To establish and foster effective links with parents to motivate and enhance support for disaffected pupils.

General / Other:

18. To remain aware of and work within all relevant Trust / school practices, policies and procedures, including Health and Safety, Equal Opportunities, Code of Conduct and Data Protection.
19. To be aware of and work in accordance with Safeguarding and Child Protection policies and procedures in order to promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
20. To maintain confidentiality of information acquired in the course of undertaking duties.
21. To be responsible for your own continuing self-development, undertaking training as appropriate.
22. To play a full part in the life of the Trust community, to support its ethos and promote its co-operative values and ethical principles.
23. Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Pastoral Support Assistant [Code 613]
 Person specification prepared by: Southerly Point Co-operative Multi-Academy Trust
 Date: March 2019

Attributes	Essential	Desirable	How Identified
Relevant experience	1. Experience of working with children/young people 2. Competent level of knowledge using office-based applications	A. Experience of working within a school / College environment	Application form Interview
Education & Training	3. Attainment of GCSE qualifications or equivalent, to include Maths and English	B. Attainment of A-Level qualifications or equivalent	Application form
Knowledge & Skills	4. Good typing and word processing skills. 5. Good oral, written and organisational skills 6. Good listening and communication skills	C. Mentoring and counselling experience and / or qualifications	Application form Interview Tasks
Any Additional factors	7. Ability to prioritise between different demands and cope with pressure 8. Flexibility and reliability 9. Discreet and confidential 10. Self-motivated and shows initiative 11. Ability to liaise and communicate effectively with pupils/parents and specialists 12. Demonstrate a commitment to: <ul style="list-style-type: none"> Co-operative Values Promoting the school and Trust's vision and ethos Ongoing relevant professional self-development Safeguarding and child protection 		Interview

Self Help Self Responsibility Equity Equality Democracy
 Solidarity Social Responsibility Honesty Openness Caring for Others