



FARNBOROUGH
SPENCER ACADEMY

JOB DESCRIPTION

TITLE: Pastoral Support Assistant (Attendance)

SALARY: NJC8-14
37 hours per week, Term Time only

ACCOUNTABLE TO: Assistant Principal - Behaviour and Attendance

Purpose of Role

- To assist the Assistant Principal for Behaviour and Attendance and the Heads of Year, in securing excellent standards of achievement, behaviour, attendance, punctuality and uniform with a specific cohort of students
- Maintaining the Farnborough Spencer ethos, 'we are proud' culture whereby students engage and enjoy learning, experience success, respect their environment and have mutual respect for all members of the school community
- To know the students as individuals to maximise strengths and support their learning
- Positive dissemination of school policy and proactive pursuit of school aims and values
- To be an active part of a dynamic and forward-thinking pastoral team, working on removing barriers to attendance and disaffection and to have a significant impact on their attainment
- Provide a high standard of support and guidance for student, parents and carers. To monitor the attendance and punctuality of students and promote high levels of attendance and progress through systematic monitoring
- Uphold the Academy's safeguarding and Child Protection policies to ensure the safety and wellbeing of all students.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Pastoral Support, Care and Guidance

- Front line for dealing with day to day behavioural, guidance and welfare issues
- Front line support for students and parents in relation to the above. (First Aid training desirable)
- Presence around school praising students, dealing with low levels of disruptive behaviour, and the associated administrative follow up and contact with parents
- Develop awareness of social and personal factors, both within and outside, relevant to the students
- Knowing and supporting the students and engendering a sense of belonging and pride in Farnborough Spencer Academy
- Participate in liaison arrangements with other phases of the student's education e.g. transition

- Accessing external agency support in consultation with the Safeguarding Team
- Supporting the activities of Head of Years

Organisation, Administration and supervisory duties

- Provide efficient, effective and pro-active organisational and administrative support for the Assistant Principal and Heads of Year e.g. records, files, diary and effective communication, parents' evenings
- Administration of student records, assessments, incident reports, statistics, meetings and procedures.
- Co-ordination of items for newsletter and publicity
- Monitoring and recording rewards and sanctions systems
- Investigating officer for incidents and preparing reports as required
- Organisation of activities, trips, residential as appropriate to cohort e.g., Yr. 9-11 revision advice, information evenings for parents, Pre-Prom events,
- Noting outcomes of readmission meetings after suspensions; noting outcomes of multi-agency meetings.
- Distributing relevant documentation (agenda, minutes etc) before/after meetings
- Liaison with external providers and agencies as directed
- Supervisory duties: outside the classroom at break, lunchtimes and after school e.g. detentions;
- Assisting with school clubs and extra-curricular activities outside lesson time, charity and community activities, trips, visits etc.
- Promoting care and respect for the environment and school property; organisation and supervision of students on litter duty towards the end of lunchtime
- Promoting activities and links with the local community
- Assemblies – ensuring orderly conduct, supervising entrance and exit; taking part in and leading as appropriate
- Assessing external agency support in consultation with SLT
- Provide efficient, effective and pro-active organisational support for Heads of Year
- Administration of student records
- Support with readmission meetings and exclusions
- Support with production of Suspension and Permanent Exclusion paperwork

Supporting Teaching and Learning

- Assisting with dealing with barriers to learning where appropriate e.g. supporting students who have difficulty with organisational routines, punctuality etc.
- Ensuring 97%+ attendance, monitor and take effective action to improve attendance and punctuality to school and to lessons, liaison with the attendance team
- Monitoring attendance and responding to pupil absences
- Supporting and assisting with aspects of the PSHE / Citizenship
- Working with the Assistant Principal and Heads of Year to motivate, encourage and support students at key exam times
- Raising the profile of support for revision programmes
- Organising and participating in relevant support programmes
- Any other tasks / duties reasonably requested in accordance with or commensurate with this post.

Attendance

- To work with the Senior Leadership team and attendance officer to identify students at attendance and punctuality triggers or at risk of becoming persistent absentees
- To liaise with families, pastoral staff and attendance team and agencies on attendance related issues
- Monitor and report on attendance progress, including half termly reports for SLT and wider pastoral team
- Ensuring pupils, parents and carers understand that regular Academy attendance and student wellbeing and academic attainment are linked

- Managed the Academy's attendance monitoring system including meeting regularly with Heads of Year to plan and monitor suitable interventions for identified students using the Academy's attendance monitoring system
- Contributing to the development of whole Academy strategies to improve attendance, including interventions for key groups
- Front line support for students in relation to attendance
- Support where required for home visits
- Driving forwards good quality contact with families to keep them informed
- Evaluate the views of students and parents and act on recommendations where appropriate
- Report any health and safety concerns immediately
- Contribute to any improvement plans

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	*	
GCSE Maths and English grade C or equivalent	*	
Full clean driving licence		*
Background knowledge of external agencies to support students and their families	*	
Current First Aid qualification or willingness to undertake First Aid Training		*
Previous experience of working in a school/academic environment		*
Knowledge and skills		
Ability to work calmly under pressure	*	
Ability to communicate clearly orally and in writing	*	
Ability to work collaboratively with others	*	
Ability to work within school-based systems and specified timelines	*	
Excellent organisational and administrative skills	*	
Accuracy and attention to detail	*	
Ability to use Microsoft Office applications (minimum Word, Excel Power Point)	*	
Ability to relate to young people in a firm but fair manner		
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	*	
Energy and enthusiasm, friendly and positive attitude	*	
A diplomatic and patient approach	*	
Initiative and ability to prioritise own work and that of others to meet deadlines	*	
Efficient and meticulous in organisation	*	
Able to follow direction and work in collaboration with the leadership team	*	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	*	
A commitment to on-going personal development and willingness to undertake appropriate training	*	
Good record of attendance and punctuality	*	
Ability to evaluate own development needs and those of others and to address them	*	
Commitment to support for the school including support for out of hours school activities e.g. attendance at functions and Celebration Evenings, Open Evenings, Progress Evenings	*	
Commitment to the highest standards of child protection and safeguarding	*	
Recognition of the importance of personal responsibility for health and safety	*	
Not barred from working with children	*	
Commitment to the Trust's ethos, aims and whole community.	*	