

Reviewed by; Kathryn Clarkson September 2021

Job Description

Role Title	Pastoral Support Assistant - Attendance
Salary Scale	MLP Support F
Working Pattern	2 days (14.8 hours) per week term-time only on a Tuesday and Friday.
Job Role	Working as part of the Pastoral Team, the role will identify and resolve attendance issues.
Key Activities	<ul style="list-style-type: none"> • Organise and prioritise pastoral issues with the Pastoral Lead • Implement an effective attendance monitoring system • Intervene with students where attendance falls below 93% • Coordinate home visits to liaise with parents and the student where there is persistent absence • Ensure students who have withdrawn from lessons are set and complete appropriate work to close gaps in knowledge • Induct new students arriving part way through the term • Organise student records • Coordinate support for students with social, behavioral and emotional difficulties, either long or short-term, making links with sources of support as appropriate, in liaison with the SENDCo, Pastoral Leader and Faculty Leaders. • Develop pastoral logs on identified students • Prepare documentation and take minutes of meetings (parental, outside agencies within college.) • Issue programmes of work for students who are unable to attend in person • Provide first aid for students • Undertake elements of the college's safeguarding procedures as appropriate under the direction of the Designated Safeguarding Lead.

Person Specification	<ul style="list-style-type: none"> • Educated to A level standard or equivalent • Highly organised with great attention to detail • ICT skills - such as word processing and spreadsheet completion • Ability to build relationships internally and externally in order to support young people, develop relationships with parents and a range of professionals. • Calm under pressure • Knowledge of Learning Support Techniques an advantage
-----------------------------	---