Pastoral Support Assistant

Reporting to:	Pastoral Support Manager / Deputy Headteacher / Vice Principal;
Liaising with:	Pastoral Team / Senior Leadership Team and the wider school team;
Grade/Salary:	Band 3 (SCP 6-9)
Hours of work:	TBA

Main Purpose:

To provide quality care and education support promoting the physical, social emotional and cognitive development of each individual child to meet their needs.

Duties & Responsibilities:

Key Duties

- Support our Heads of Year within school to provide first point of contact between parents' and school and liaising with colleagues and students.
- To assist in, and support senior staff in, the development of the key skills within the student support programme.
- To assist Heads of Year in removing barriers for students' achievement.
- To develop and maintain confidant and sustained professional relationships with students, providing mentoring support to targeted students.
- To administer the school's attendance and behaviour systems, adhering to school policy and procedure to investigate unauthorised absences.
- To help young people access educational and vocational opportunities.
- To ensure records are appropriately accurate, detailed and confidential.
- To be first point of contact for parents and students when staff are teaching.
- Supporting the School's Positive Behaviour and Attendance policies including supervising isolation and detentions.
- To implement and promote the School's policies and procedures relating to all areas of employment and service delivery.

Summary of Responsibilities:

- Supports colleagues dealing with problems as and when they arise e.g. supervising students, and communicating actions to the relevant staff when necessary.
- Liaises with Heads of Year, Head of Faculty, Teaching Staff, Learning Support Staff, Learning Mentors, Senior Staff, etc. as necessary.
- Liaises with parents of students, regarding their behaviour, support supervising breakfast/lunchtime clubs for targeted students.

- Provide clerical and administrative support in meetings and case conferences, e.g. with external agencies, Educational Welfare Officers, when planning/processing Pastoral Support Programmes or Personal Education Plans (PSP/PEP).
- Deals with all correspondence, preparation of standardised letters, other documentation and reports as required relating to student welfare, behaviour and general duties e.g. taking messages, making calls, arranging appointments, photocopying, filing, etc.
- Deals with queries or problems relating to students, e.g. by interviewing students involved in incidents, by telephone, in writing or by liaising with relevant school staff and parent/carers.
- Supports transition process for students e.g. when transferring from local primary schools or organising and participating in visits to education, employment and training providers.
- Maintains displays, student records, e.g. for latest strategies, guidance, incident logs, on-call logs, attendance records, etc.

General

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

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Person Specification

Pastoral Support Assistant

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A. Training & Qualifications	Essential	Desirable
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	A	
Commitment to ongoing professional development	A	
First Aid certificate		A

B. Experience	Essential	Desirable
Experience of working with young people in an educational environment	A & I	
Experience of using IT systems (Word, Excel)	A & I	

C. Professional Knowledge and Skills	Essential	Desirable
Good administration, time management and self-motivation skills	A & I	
Willing and able to deal with people from a variety of backgrounds	A & I	
Ability to work as part of a team	A & I	
An understanding of how students learn and the potential barriers to learning.	A & I	
Ability to work to deadlines	A & I	
Ability to work on own initiative	A & I	
Ability to respond calmly to emergencies	A & I	
Willing and able to participate in further training for this post	A & I	
Willing to take part in an ongoing process of personal development and review.	A & I	
Willing and able to deal with disruptive students, e.g. on truancy patrols, aggressive behaviour etc.	A & I	

D. Personal Attributes	Essential	Desirable
Able to manage own workload	I	
Able to prioritise	I	
Able to show initiative	I	
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	

Application (A) | Interviews (I) | References (R)