



## **PASTORAL SUPPORT ASSISTANT**

### **JOB DESCRIPTION**

**Job Title:** Pastoral Support Assistant

**Location:** Bohunt School Worthing

**Responsible to:** Assistant Headteacher: Wellbeing

**Liaises with:** All relevant staff, students and parents

#### **Job Purpose**

Pastoral Support Assistants will support the Assistant Head – Wellbeing, to ensure that high standards of attendance and behaviour are achieved. They will also provide support and guidance to promote pupil welfare. Pastoral Support Assistants need to be role models in terms of conduct, dress and professionalism and in the way colleagues and students are treated. This should be with respect and compassion. Pastoral Assistants are expected to support the school's ethos of 'enjoy, respect, achieve' at all times and will liaise closely with the school's pastoral team of Achievement Coordinators.

#### **Main Duties**

##### **Attendance, Behaviour & Pastoral**

- Provide 'lead support' to an identified group of students.
- Be responsible for the welfare of students, absence management, incident investigation, and parent liaison.
- Where appropriate issue low level sanctions, and recommend higher sanctions by referral.
- Provide pro-active support to colleagues around school.
- Attend weekly review and planning meetings with the Inclusion Manager.
- Support the work of the Achievement Co-ordinator

##### **Communication**

- Consult, liaise and communicate with parents by telephone, letter or email as appropriate.
- Use school management information systems to keep accurate records of all communication with parents, all sanction issued and any other pertinent pastoral information relating to students within the year group in student files.
- Provide pupils with an avenue to voice their issues and concerns.
- Communicate success.

##### **Administration**

- To maintain and amend student records, using SIMS.
- Liaising with parents/carers through reception/telephone duties.
- To provide administration support to the pastoral team as and when directed.

##### **General**

Undertake any other reasonable requests from key members of staff to ensure the smooth running of the school.

**April 2021**