



Pastoral Support Assistant – Job Description

Scale: Grade 3 points 4 – 6

Hours: 37 hours per week

Weeks: 39 weeks per year

Accountable to the Assistant Principal (Behaviour and Attitudes)

Purpose:

To work alongside and support the school's Achievement Leaders to promote and improve student behaviour, attendance and punctuality, providing a high level of pastoral care that supports student progress and attainment.

Core Duties and Responsibilities:

- To work in partnership with the Achievement Leaders and Assistant Principal (Behaviour and Attitudes) to support with behaviour, attendance, and welfare issues
- To deal with issues in a positive manner, communicating actions to staff and families as appropriate.
- To enforce expectations about uniform, attendance, punctuality, and respectful behaviour.
- To be proactive in supporting the school behaviour system by being a strong presence in corridors at lesson changeovers, break times, end of lunchtimes, end of the school day.
- To liaise with mentors on issues of a pastoral nature
- To support individual students to access lessons and learning, helping them to meet expectations of teachers.
- To manage and administer the Behaviour for Learning system, ensuring students attend detentions and follow up if they do not.
- To oversee the running of the school's isolation room.
- To work as part of the Student Support Team, sharing duties and information as appropriate.
- To actively use our school information management system to ensure incidents and actions are meticulously logged.
- To liaise with outside agencies and attend meetings as appropriate.
- To assist with administrative tasks e.g., maintaining accurate records.
- To build relationships with parents and carers and resolve issues, liaising with external agencies as directed.
- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing difficulties.

General/Pastoral support

- Be a point of contact for parents/carers on behalf of Achievement Leaders and support them in ensuring effective communications with parents/carers
- Participate in meetings with students, parents and third parties in support of Achievement Leaders
- Maintain all relevant pastoral paperwork and carry out all associated administrative tasks including correspondence, reports and record keeping.
- Provide and maintain communication links with medical, social and other external agencies e.g., Local Authorities, Social Service Departments and Police for the purpose of providing and sharing relevant information on students.
- Assist in the preparation of reports and maintaining records relating to student referrals and subsequent counselling or support from school staff or other agencies.
- Organising panel meetings in the school where there is cause for concern, inviting student, families, staff, or external agencies where appropriate.
- Update and maintain displays and information on the pastoral notice boards
- Co-ordinate information received or required about students and liaise with internal and external agencies as appropriate
- Ensure that Child Protection matters are passed to the Named Person in accordance with statutory school policy
- Undertake any other duties as may be reasonably requested within the nature of this role and the level of responsibility

First Aid Duties

- Provide first aid in the event of accidents and illness to students, staff, parents and visitors.
- Contact parents/carers as appropriate in cases of head injuries and severe injuries.
- Maintain an accident reporting book.
- Record student visits to the medical room and any treatment given.
- Administer student medication and keep records.
- Liaise with parent/carers regarding student medication requirements.
- Check dates on student medication in school on a regular basis.
- Ordering and maintenance of medical supplies (subject to budget) throughout the school and minibuses and providing first aid equipment for all out of school activities and school trips.
- Liaise regularly with parents of diabetic students regarding snack supply in school and store snacks for students.
- Obtain medical information e.g., Year 6 transition students and follow up with parents and appropriate staff for start of the new school year and for in year admissions.
- Organisation and sharing of care plans of students with medical needs.
- Maintain a central record of staff first aid training and other relevant training and organising refresher training when required.

Pastoral Support Assistant - Person Specification

GCSE Maths and English, minimum grade C, or equivalent	Essential
Evidence of recent professional development	Essential
First aid qualification / training	Desirable
Experience	
Relevant, recent experience in an 11-16 school in a similar position	Essential
Evidence of successful impact on student progress and behaviour	Essential
Experience of working with students with a variety of behavioural needs including students with SEND and having successful outcomes	Essential
Experience of working positively with individual or small groups to reflect on and find strategies for behaviour concerns	Desirable
Evidence of CPD in a relevant area	Desirable
Experience of working with parents/carers and other agencies	Essential
Experience of working successfully as part of a team	Essential
Skills, Knowledge and Understanding	
A good knowledge of strategies and techniques in behaviour management and the ability to effectively communicate with students in a professional and compassionate way	Essential
An understanding and belief in the power of inclusive education	Essential
Knowledge of the different types of outside agencies and services that can support students with effective outcomes	Essential
An ability to diffuse difficult situations and find constructive ways forward with a focus on removing obstacles to learning	Essential
Ability to communicate effectively and appropriately with both staff and students, and to be able to prepare reports, profiles and maintain clear and comprehensive records	Essential
A familiarity with IT and with its educational uses as well as an ability to use it effectively to fulfil data input requirements	Essential
Personal Qualities	
Ability to relate well to people at all levels	Essential
Ability to inspire, challenge, influence and motivate others	Essential
An absolute commitment to the belief that every child deserves the very best education	Essential
An ability to maintain professional integrity even when under pressure	Essential
Flexibility and resilience	Essential
An ability and desire to work in a high challenge and low threat way to ensure improvement in all areas	Essential
Excellent organisational skills including the ability to prioritise and manage time effectively	Essential
Capacity and enthusiasm for hard work and challenge	Essential
Able to work as part of a team whilst also being self-motivated	Essential
Emotional intelligence	Essential
Capacity to reflect on practice	Essential
An understanding of the strategies for ensuring inclusion, diversity and access	Essential

Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential
Ability and confidence to communicate effectively both verbally and in writing	Essential
A commitment to on-going personal development and willingness to undertake appropriate training	Essential
Evidence of commitment to safeguarding and protecting the welfare of children	Essential