



Job Description

JOB TITLE	Pastoral Support Assistant
JOB FAMILY	Pastoral
PHASE	Secondary
REPORTING TO	Assistant Principal

Job Purpose

- To be responsible for the efficient and effective behaviour support provision, ensuring every child is supported to achieve their full potential.
- To assist with administrative support/typing for behaviour as required.
- Supervise students throughout the day, preparing and collating student information.

Duties and Responsibilities

- To work alongside the Behaviour for Learning Manager ensuring high standards of punctuality, attendance and behaviour for learning.
- Assisting with the provision of administrative support for the behaviour support team.
- Establish positive relationships with parents/carers and outside agencies working in health; the police; social care and youth, in order to promote the well-being of all students
- To mentor vulnerable groups of students who are at risk of underachieving
- Maintain and update student behaviour records as appropriate
- To promote a positive ethos within the IEU using appropriate work and rewards in line with the Behaviour policy.
- To work with the Designated Safeguarding Lead, following the correct policies and procedures to ensure all students achieve and are safe
- Respond and assist students at break, lunch, and after school with any issues they may have.
- Assist with paperwork required by the Behaviour for Learning Manager, including filing and photocopying.
- Maintain and update student records on SIMs and update student filing systems.
- Keep accurate records of students' punctuality, attendance and behaviour.
- To liaise with outside agencies as appropriate.
- To assist with the provision of quality reports on individual learners regarding behaviour and intervention for statutory external agencies, SSG, Medway Inclusions.
- To assist with the productions of high quality and timely reports, profiles, portfolios, curriculum statements, references and career guidance, concerning student progress and attainment.



- Promotion of high standards of behaviour and learning, supporting and monitoring interventions for behaviour, learning and achievement.
- Patrol corridors regularly keeping discipline and order, leading on-call and identifying 'hot spots' within the Academy.
- Keep daily log of incidents using database for diagnostic purposes.
- Attend incidents in subject areas and seek quick resolutions.
- Break and lunchtime facilitator.
- Participate in weekly review and planning session of targeted students – contributing to information log and target-setting.
- Liaising with parents/carers.
- Filing behaviour related forms.
- Keeping record systems.
- One-to-one informal support and counselling of students.
- Mentoring and advising students where necessary.
- Participating in training and development programme.
- Liaise between teachers and students to arrange detentions.
- Attend meetings where necessary.
- Gatekeepers to toilets throughout day.
- Enforce uniform expectations.
- To act as designated first aid person on duty

Accountable for:

- Working alongside the Behaviour for Learning Manager you will be responsible for the efficient and effective Behaviour Support provision ensuring every child is supported to achieve their full potential
- Assist with the provision of administrative support/typing for behaviour. This includes administration and pastoral support as required, supervision of students throughout the day, preparation and collation of student information.
- Maintaining a visible presence about the Academy throughout the day. Supervision of students during break and lunch. Log incidents using database, attending incidents as reported.
- Review targeted students and contribute to log/target setting.
- Liaison with parents, carers, HOYs/HODs as appropriate.
- Supervision of detentions as required, enforcing rules/uniform code
- Support Teaching and Learning in maintaining good order throughout the day.
- Adherence to behaviour management policy and rewards policy.
- Identify and manage flash points on Academy premises.
- Supervision of students within IEU during the Academy day.



Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Brixham College. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.



Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Pastoral Support Assistant.

Name:.....

Signed:

Date: