

Job Description

Pastoral Support Assistant



Job Category: Educational Support Staff
Grade: G4 - G5
Reports to: Senior Leadership Team
Line manages: N/A

Purpose of the Role

To provide direct support for parents/carers of pupils at Chapel St Leonards Primary School and Nursery in order to support the work undertaken in school. To support with Safeguarding and pupil attendance as well as supporting pupils be to regulated and ready for learning.

Key Duties and Responsibilities

- Act in accordance with School policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- To build and sustain meaningful relationships with pupils and find appropriate ways to gain and respond to their voice.
- To lead pastoral interventions within school to support pupil's individual needs. To ensure that interventions are recorded and monitored in order to reflect the impact.
- To work closely with the Designated Safeguarding Lead (DSL) to support the safeguarding and pastoral offer at Chapel St Leonards Primary School.
- To support the DSL in planning and organising school activities, workshops and/or events.
- To update and manage data ensuring pupils records are updated using school recording systems.
- To immediately respond to safeguarding concerns and report to external agencies if appropriate.
- Help establish and maintain positive relationships between school staff and parents/carers/other agencies.
- Make a practical contribution to the implementation of an agreed 'Intervention Plan' designed to support a pupil's Educational Health Care Plan/or the development of positive behaviour management systems in the home setting designed to support any school-based initiatives that are designed to promote and reinforce appropriate behaviour.
- Work alongside teachers, parents and children to support individual children's learning to prevent barriers to learning – working together to set clear and measurable targets to enable engagement and progress. Targets will be reviewed with all stakeholders present at set times.
- Identify with parents' reasons for their children's non-attendance. Ascertain the probable causes of the absences and implement strategies / action plans to resolve the situation – working closely with teachers, the child and the child's family.
- To monitor, and analyse whole school attendance.
- Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance and punctuality.
- Participate in the evaluation and review of the agreed support in conjunction with other School staff.

- Attend relevant meetings and in-service training provided.
- Attend regular coaching sessions and meetings with colleagues to report on case progress and team meetings/joint problem-solving meetings.
- Maintain appropriate and confidential written records.
- Be aware of and working within the school's policies in relation to Inclusion, Child Protection and Safeguarding.
- Support staff and leaders across school to de-escalate and regulate pupils so they are prepared and ready for learning.
- Provide class cover in line with the needs of school.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher or Senior Leadership Team to carry out appropriate duties within the context of the job, skills and grade.

Signed: _____ Date: _____

CIT 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 references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.