



Exmouth
Community
College
Academy Trust

Job Pack

Pastoral Support Assistant

Permanent

NJC Grade D (SCP 7 to 12)

Closing Date: Monday 11th November 2024 at 10.00am

Interview Date: Week commencing 18th November 2024

Job Description

Title:	Pastoral Support Assistant (Due to be renamed as 'Assistant Head of Year' from September 2025)
Contract Type:	Permanent
Start Date:	ASAP
Grade:	NJC Grade D (SCP 7 to 12)
Salary:	£21,338 – actual starting salary per annum Annual progression to top of the Grade D (£23,206 actual salary per annum)
Hours:	37 hours per week x 40 weeks of the year (term time only) Monday to Thursday 8.00am – 4.00pm & Friday 8.00am – 3.30pm (includes a daily 30 minute unpaid break)
Reporting to:	Head of Year
Responsibility for:	No line management responsibilities

Purpose of the Job

The role of Pastoral Support Assistant combines academic and pastoral responsibilities. The Pastoral Support Assistant is a member of the Pastoral Team and is responsible for aiding the Head of Year in ensuring that all the students in their Year are enabled to succeed in all that they do.

The Pastoral Support Assistant supports the Head of Year as the core link between student and staff in relation to each individual student within the Year, and as part of the school's wider Inclusion Team. The Pastoral Support Assistant works to ensure that each student:

- achieves their personal academic potential
- is enabled to develop the personal skills required to promote the standards of ECC
- has high attendance and punctuality
- has high standards of personal behaviour, uniform and appearance in line with school standards
- is supported in relation to any personal barriers which could limit their success at ECC and beyond

In order to achieve this the Pastoral Support Assistant will work with the Head of Year along with all teachers, support staff who are necessary to support their students and the wider Inclusion Team. This can involve convening staff to support a young person (e.g. TAF meetings). The Pastoral Support Assistant will seek to resolve all issues for their students as far as possible, but will refer matters on to the Head of Year where necessary.

Key Responsibilities

- Assist the Head of Year in managing the range of pastoral issues of students in the Year.
- Proactively support students with pastoral support needs throughout the school day.
- Contribute to site supervision. monitoring attendance, truancy and behaviours.
- Assist the Head of Year in the analysis of attendance / punctuality / behaviour / academic data to inform intervention and monitoring.
- Use data to identify students who are not making enough progress. Particular attention should be paid to identifying the progress of identified groups such as - PP, SEND, etc.
- Assist the Head of Year in keeping accurate records, in liaison with pastoral administrative staff.
- Assist the Head of Year to participate in Quality Assurance of the Year or the Pastoral system through, for example, Student Voice activities.
- Mentor individuals as advised/suggested by the Head of Year.
- Keep accurate and systematic records of outcomes from mentoring. Share any information with staff that will assist them in supporting the students.
- Keep parents or carers informed of concerns and proactively liaise with them in support for their children, including holding meetings with parents/ carers and recording as appropriate.
- Assist the Head of Year to put in intervention strategies where required to improve attendance and punctuality in partnership with the Attendance Team and relevant Senior staff.
- Encourage the participation of students in events and other extra-curricular activities throughout the school year.
- Work in partnership with a range of multi-agency professionals where required to support students within the Year.
- Work within the requirements of Data Protection at all times.
- Understand responsibilities in relation to Safeguarding and child protection and how to highlight an issue/concerns
- Remain vigilant to ensure all students are protected from potential harm.
- Liaise with senior staff as required.
- Attend appropriate training within the College and/or with external providers.
- Promote and reinforce school policies, practices and procedures including Safeguarding and Health and Safety.
- Assist with lunchtime / after school supervision of students when required and whilst allowing a suitable lunch break.
- Any other duties commensurate to the post.

Working Conditions

The post holder will operate from a base in the Achievement Hub where there may be regular background noise and interruptions. However, they will be mobile and actively involved in supporting students around the site, alongside monitoring attendance/behaviours.

There will be exposure to environmental conditions when supervising students outside at lunchtime, moving between buildings and during off-site activities and trips.

Medium periods of concentrated mental attention are required when preparing documentation.

Considerable work-related stress can occur when dealing with student issues; there is the probability of contact with disagreeable behaviour either over the phone or face to face. The post holder will also be faced with

safeguarding and child protection issues. The post holder will be subject to exposure to students exhibiting difficult and challenging behaviour and who are angry or upset.

Physical Demands

Involves walking or standing to a significant degree, including the potential for regular movement between sites and exposure to weather conditions.

Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

Attributes	Essential	Desirable
Qualifications		
GCSE English and Maths at Grade 6 (B) / Level 2 qualification or above, or equivalent training / experience		✓
A Levels / Level 3 qualification or equivalent training / experience		✓
Experience		
Working effectively within a school environment		✓
Working with or caring for children aged 11 - 19	✓	
Proven experience of working with or caring for disaffected children aged 11 - 19		✓
Skills and Knowledge		
Organised, able to prioritise workload and meet deadlines while maintaining accuracy under pressure	✓	
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	✓	
Ability to adopt a variety of leadership and management styles	✓	
Ability to work actively, productively and flexibly as part of a team	✓	
Confident user of ICT, including Microsoft Office packages	✓	
Excellent written skills and ability to communicate clearly with people at all levels in a professional and sensitive manner	✓	
Awareness and understanding of data protection and confidentiality	✓	
Use of SIMs/ClassCharts/CPOMs (training will be provided)		✓
Personal Qualities		
Ability to relate well to children, young people and adults	✓	
Proactively generate positive working relationships	✓	
Adaptable, flexible and creative	✓	
Enthusiastic and motivated	✓	
Problem solver, analytic and strategic thinker	✓	
Patient and calm under pressure	✓	

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College