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| **Job Title:** | Pastoral Support Assistant |
| **Responsible to:** | Principal / Leadership Team Link |
| **Terms and Conditions:** | Scale F Point 12  37 hours per week, term-time + 1 week  08:00 – 16:00 Monday – Thursday 08:00 – 15:30 Friday |

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| **Our Vision:** |
| Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society. |
| **Personal Qualities:** |
| All members of staff are expected to demonstrate the ability to:   * Develop positive relationships with all of our children and adults to help them feel part of our team. * Recognise and manage your own emotions, thoughts and behaviours and understand how these can impact others. * Show curiosity around the reasons behind others’ behaviours, accepting all feelings and beliefs. * Understand others emotions and thoughts, and feel a desire to support every child, family and member of the community. * Demonstrate that you have the courage to be imperfect, to reflect, make changes and be keen to learn. |

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| **Core Purpose:** |
| The Pastoral Support Assistant will be responsible for the monitoring and management of pastoral care with the aim of improving learning across the school. They will also support all students in ensuring that they receive a high quality of pastoral care throughout their time at Hellesdon High School, as well as managing the welfare and inclusion of all students. |

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| **Core Duties:** |
| **Strategic Direction of Houses**   * Under the direction of the Heads of House, support staff in implementing the school Behaviour Policy both during and outside lessons. * To develop a basic knowledge of the school curriculum. * To monitor and evaluate the effectiveness of the school’s Behaviour Policy.   **Main responsibilities: Safeguarding, Behaviour and Attendance:**   * Work closely with Heads of House and the Attendance Lead to identify barriers to good attendance and implement strategies to support. * To support students with emotional and social difficulties to access mainstream classes effectively. * Set up and implement issues linked into Pastoral and Behaviour Support Plans. * Attend reintegration meetings with parents/carers and Heads of House. * Attend regular meetings with heads of House regarding pastoral issues behaviour on a fortnightly basis. * Initiate meetings, take statements and issue the appropriate response across all year groups. * To communicate and liaise with parents over pastoral matters and to make referrals, when necessary, to the Heads of House. * Liaise with admin members responsible for detentions. * Organise lunchtime activities for vulnerable students or students with behavioural difficulties. * Mentoring students with identified behaviour issues. * To promote high standards of behaviour and courtesy and to deal with any issues of misconduct as they are referred from Form Tutors and Curriculum Areas. * To implement small group work on behaviour topics with targeted students. * To work within school as a Designated Safeguarding Lead (DSL) – Training will be given.   **Leading, developing and enhancing the practice of others**   * To attend appropriate Inset on student learning and behaviour. * To undertake appraisal activities. * All colleagues within the school have a responsibility for the wellbeing and welfare of children and the post holder should follow the safeguarding policies and procedures as set out by the institution. |

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| **Health and Safety** |

* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Cooperate with the employer on all issues to do with Health, Safety and Welfare.

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| **Continuing Professional Development** |
| * In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency, which may lead to improvements in the day to day running of the school. * Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of nay relevant training and development available. |

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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.  Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.  This role profile is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. |

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| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **Personal Attributes** | * Relational * Self-aware * Curious * Accepting * Empathetic * Reflective |  |
| **Qualifications** |  | * Excellent numeracy / literacy skills * GCSE or equivalent NVQ 2 Maths and English |
| **Experience** |  | * Experience working in a similar role |
| **Skills/**  **Knowledge** | * Receive and act upon appropriate feedback * Use ICT effectively * Excellent communication skills * Ability to relate to students * Excellent organisational skills * Ability to prioritise workload * Work on own initiative * Safeguarding | * Good understanding of child development * Knowledge of external agencies * Knowledge of de-escalation strategies and restorative techniques |