Job Description

**Title of Post:** Pastoral Support Assistant

**Responsible to:** Head of Year

**Purpose of the Job**: To provide efficient and proactive support within the Pastoral Team.

**Scale 6 Point 12 to 17 (£24,496 p.a. pro rata £12.70 an hour)**  37 hours a week term time only.

**Example Duties and Responsibilities**

* To form positive relationships with students and families
* To deal with daily pastoral/behaviour issues at an appropriate level.
* To take statements and collate information in response to incidents of challenging, inappropriate or bullying behaviour
* To support students in resolving friendship and social issues and developing emotional resilience.
* To provide a link between the school and external agencies
* To maintain records on SIMs in relation to sanctions and rewards
* To provide input into pastoral and parental meetings as appropriate
* To meet with targeted students to discuss how they can improve their learning
* To run group or individual sessions focused on improving student wellbeing
* To provide on call andinternal isolation room cover
* Develop links to ensure and enhance the understanding of the school amongst new and existing parents/carers
* Supervise lunchtime detentions
* To undertake training commensurate with the post.
* Respect confidentiality at all times
* To understand and apply school policies in relation to health, safety welfare and child protection
* All staff have a responsibility for the safeguarding and promotion of well-being of all students
* Ensure that all duties and services provided are in accordance with School’s Equal Opportunities Policy
* The duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**2023**

**Person Specification**

**Knowledge:**

* Relevant experience in a school environment.
* Basic knowledge of general school policies and procedures.
* Good literacy and numeracy skills.

**Mental Skills:**

* Some judgment required to resolve straightforward problems.
* Analyse and evaluate information.
* Creative thinking.

**Interpersonal Skills:**

* Excellent teamwork ethic.
* Demonstrating sensitivity and tact.
* Using developed advisory, negotiating or persuasive skills with a range of audiences.
* Highly effective oral and written communication skills.
* Maintenance of confidentiality

**Physical Skills:**

* Ability to use range of office equipment (e.g. photocopier, telephone system)
* Good keyboard skills
* Accuracy and attention to detail
* Physical and mental capacity for the post

**Initiative & Independence:**

* Working on own initiative, proactively supporting colleagues
* Prioritise own work effectively
* Assess and resolve unanticipated problems independently but refer more serious problems to a senior manager for advice and guidance.
* Organisational skills, to meet demands of others.
* Ability to demonstrate effective implementation of the school’s behaviour management policy.

**Physical Demands:**

* Unrestricted movement around the school in order to fulfil job description

**Mental Demands:**

* Dealing with conflicting demands and interruptions.
* Meeting deadlines imposed internally and externally.
* Work under pressure.

**Emotional Demands:**

* Dealing regularly with people, including children who can be angry, difficult, upset or unwell.

**Responsibility for People:**

* Providing advice and guidance on the phone and face-to-face to a wide range of audiences.
* Welfare of students.

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