

Mayfield Primary School

'Proud to be part of the Cranmer Education Trust'



PASTORAL SUPPORT ASSISTANT (Attendance, Persistent Absence and Safeguarding)

Grade 3 (SCP 8-13) £19,945 to £22,021 FTE (Pro rata'd)

Actual Salary - £13600 - £15016

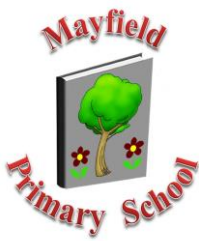
12 Month Fixed Term, 25 hours per week, Term Time only plus 2 days

Purpose of Post

Working within our pastoral team as a highly motivated Pastoral Support Assistant, to address issues and challenges particularly around Attendance, Persistent Absence and Safeguarding. Support children in overcoming barriers to learning and school, and families, who may need support from school or external agencies.

Key tasks

1. To monitor attendance on a daily basis and follow up any absences that have not been reported to school through phone calls, text messages, home visits, and letters through the door, where required.
2. To monitor persistent absence across the school, and develop and implement persistent absence plans, where required.
3. To provide efficient and effective administration to support the Mayfield Pastoral Team.
4. To assist in collating a range of data, information and reports which relate to different areas of pupil learning, welfare, medical (for example Care Plans), attendance and safeguarding.
5. To lead individual or small group interventions under the guidance of class teachers to address children's specific pastoral needs and to provide information for teachers to evaluate the success of the interventions.
6. To provide objective and accurate feedback and reports, both written and verbal, appropriate to the intended audience, mainly regarding attendance, persistent absence and safeguarding, ensuring the availability of suitable evidence.
7. Under the guidance of senior leaders, be a key member of Mayfield's Safeguarding Team, reporting to the Designated Safeguarding Lead.
8. Liaising with external agencies involved in supporting pupils, establishing links and maintaining positive working relationships to facilitate successful outcomes for pupils. This will include regular attendance at relevant meetings, for example Early Help Offer meetings, Child in Need meetings, Child Core Group meetings.
9. To maintain regular contact with families/carers of pupils in need of additional support, particularly around attendance, persistent absence and safeguarding, to keep them informed of the pupil's objectives and progress, and to secure positive family support and involvement. This will involve conducting home visits to facilitate this.
10. To use school systems and procedures to positively reinforce good behaviour, anticipate and manage challenging behaviour and conflict, improve attendance and removing barriers to learning. To follow the Trust and school's Safeguarding policy and procedures, and to promote pupil's awareness of personal safety and wellbeing.



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11. To appropriately share information to relevant audiences to facilitate pupil welfare and promote pupil learning to parents, colleagues and education/healthcare professionals, within procedures covering confidentiality and data protection.
12. To contribute to the development, planning and implementation of strategies which could be for groups of pupils or whole school strategies, relating to topics such as the promotion of learning, inclusion, social development and full attendance.
13. Undertake transition work, working flexibly with other schools to promote an effective and smooth transition for the pupil(s), including the effective transfer of appropriate pupil data/information and ensure that our records are maintained effectively. To be involved in supporting and welcoming new pupils to the school.
14. To assist in keeping staff up to date with and promoting Safeguarding across school including the Prevent Agenda.

Wider Responsibilities

15. To assist in the main office to help the smooth running of school.
16. To help ensure that dinner times run smoothly through providing lunchtime cover and supervise occasional lunchtime clubs where required.
17. Assist with activities outside the classroom if required, working as part of a team to oversee pupils and support Activity Leaders, for example Breakfast Club or accompanying to swimming lessons.
18. Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.

Standard Duties

1. To understand the importance of inclusion, equality and diversity when working with pupils, parents / carers and colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, for example challenging a stranger on the premises.
5. Participate fully in staff training and development opportunities, including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

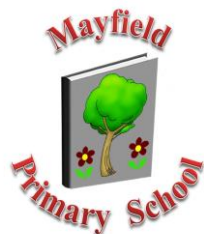
Contacts:

Pupils, staff, parents, carers and guardians, visitors to the school and external agencies.

Responsible to:

Headteacher / SLT

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



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Pastoral Assistant	Essential / Desirable	Application Interview Test
Qualifications		
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A
Relevant level 3 qualification	D	A
Experience		
Experience of working with children and young people to support them in overcoming barriers to their personal, social or learning development	E	A/I
Experience of working with children and young people in an educational setting	D	A
Experience of working closely with parents and carers	D	A/I
Experience of working closely with external agencies to support children / and or families	D	A/I
Experience of using and integrating ICT as part of the learning process	E	A/I
Experience of working in a team collaboratively to share ideas and achieve objectives	E	A/I
Experience of undertaking a wide range of administrative tasks	E	A/I
Experience of maintaining up to date and accurate records	E	A/I
Experience of using SIMS application for attendance management	D	A/I
Skills and Abilities		
Communication skills to influence, persuade, motivate and engage with a wide range of children and their families	E	A/I
Interpersonal skills to form and maintain positive working relationships with pupils, their families, colleagues, and other education/healthcare professionals and partner organisations	E	A/I
Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach	E	A/I/T
Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision	E	A/I/T
Knowledge		
An understanding of the range of potential barriers to learning and attending school faced by children and young people	E	A/I
An understanding of how these barriers can be overcome or mitigated to reduce their impact on children and young people	E	A/I
Knowledge of data protection, safeguarding (including the Prevent agenda) and child protection issues and an understanding of appropriate action to take if a disclosure is made	E	A/I
Work circumstances		
To work occasionally out of school hours	E	A/I
Full driving licence and the ability to use an appropriately insurance vehicle for business use	D	A

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview.