



## NEW COLLEGE LEICESTER



### PASTORAL SUPPORT ASSISTANT

#### JOB DESCRIPTION

<b>JOB TITLE:</b>	Pastoral Support Assistant
<b>GRADE/SALARY:</b>	Grade 5 – Scale 19-22
<b>HOURS:</b>	37 hours per week, 39 weeks per year
<b>RESPONSIBLE TO:</b>	Head of Year
<b>JOB PURPOSE:</b>	To support the Head of Year in establishing high standards of achievement, behaviour and attendance.
<b>Major objectives:</b>	<p>These will include, as appropriate, those that reflect key corporate priorities, for example, cultural diversity, social justice, environmental quality and economic prosperity.</p> <ol style="list-style-type: none"><li>1. To support the Head of Year in monitoring students' academic progress and developing appropriate intervention strategies where necessary.</li><li>2. To monitor student attendance, implement interventions and liaise with the Education Welfare Officer as appropriate.</li><li>3. To act in a key worker role to address the needs of students who require help to overcome their barriers to achievement, both inside and outside of school, through activities and strategies enabling them to reach their full potential.</li><li>4. To liaise both internally and externally with agencies and individuals to support students' progress.</li><li>5. To organise, liaise and support students on external educational activities both short and long-term.</li><li>6. To support colleagues by dealing with student problems as they arise, including counselling and supervising of student(s) and communicating any action to the relevant staff, and/or parents/carers.</li><li>7. To maintain regular contact with the families/carers of students in need of extra support, keeping them informed of the student's progress and needs, to achieve their positive, active involvement in the progress of the student.</li><li>8. To ensure that the College Behaviour Policy is adhered to in relation to individuals and groups of students.</li></ol>

**Summary of Job Tasks:** The tasks listed are, generally, only those taking at least 10% of the post holder's time.

1. Liaises with Heads of Year, teaching staff, Inclusion staff and senior staff as necessary.
2. Ensures that the attendance of the year group remains above national averages. Focus on Pupil premium and SEN students' attendance.
3. Produces and implements individual action plans for each student developing 1-1 or group mentoring relationships in order to achieve the goals defined in the action plan.
4. Develops, implements and supports enrichment activities.
5. Attends team meetings and provide reports on progress as requested, developing team ethos by sharing information and best practice between team members, external agencies, schools, teachers, and support staff.
6. Carries out mediation meetings between students.
7. Keeps accurate records of interviews and meetings with students and/or parents/carers in an agreed format.

8. Ensures that students who are excluded arrive home safely, and liaises with parents/carers about student behaviour and work that may have been set.
9. Attends relevant meetings that may be called to discuss individual students' progress.
10. Contributes to specific pastoral initiatives and schemes of work.

**Terms of Contract:** This position is subject to the satisfactory completion of a six months probationary period.





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#### PERSONAL SPECIFICATION

<b>A. Training and education</b>	<ul style="list-style-type: none"> <li>• Evidence of a sound level of general education.</li> <li>• Relevant professional qualification or other accreditation or equivalent ability/experience.</li> <li>• A-level qualification in relevant subject or equivalent ability/experience.</li> <li>• Degree level qualification appropriate to the role.</li> </ul>	E D  E D
<b>B. Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working effectively with young people.</li> <li>• Experience of working with young people in an educational context.</li> <li>• Experience of mentoring.</li> </ul>	E D D
<b>C. Equal opportunity</b>	<ul style="list-style-type: none"> <li>• Must be able to recognise discrimination in its many forms and willing to put the College's Equality Policies into practice.</li> </ul>	E
<b>D. Other skills</b>	<ul style="list-style-type: none"> <li>• Good communication and administration skills.</li> <li>• Good time-management and self-motivation.</li> <li>• Ability to work with a wide range of people.</li> <li>• Understanding of the context of educational institutes.</li> <li>• Understanding of the need to support students' educational progress and achievement.</li> <li>• Understanding of the support needs of parents/carers.</li> <li>• Understanding of how students learn and the potential barriers to learning in an educational setting.</li> </ul>	E E E E E E E E E
<b>E. Other conditions</b> Including any hazardous or environmentally adverse conditions	<ul style="list-style-type: none"> <li>• Willing to undertake additional training as necessary.</li> <li>• Must satisfy relevant pre-employment checks.</li> </ul> <p><b>Must satisfy relevant pre-employment checks.</b></p> <ul style="list-style-type: none"> <li>• This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</li> </ul>	E E