

Job Description



Academy	St Peter's Collegiate Academy
Position	Pastoral Support Assistant
Salary	TST Grade 2 SCP 2-3
Contract	37hrs, term time only, permanent
Responsible to	Behaviour for Learning Manager

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

To provide support to staff on student pastoral issues promoting positive student behaviour and wellbeing.

Support to Students

- To be the first response person for everyday student problems.
- To help with general student supervision duties.
- To provide support and intervention to promote positive student behaviour and well-being.
- Investigating and dealing with minor disputes with other students e.g. fall-outs or teasing etc.
- Looking for students who are missing from lessons.
- Helping find misplaced property.
- Meeting and reporting students who are late to school.

Support to other Staff

- To support Head of Year/senior staff and teaching staff with minor student issues.
- To support after school detentions
- Working as part of a team to promote and support whole school policies, including behaviour, rewards, attendance and punctuality
- Assisting Heads of Year in dealing with more serious incidents e.g. bullying or theft.
- Writing brief reports on the problems dealt with for referral to Heads of Year/liasing verbally with them.
- To keep up-to-date records of issues dealt with.
- Liaising with teachers and students as directed by Heads of Year/senior staff.
- Responding to parent telephone calls and requests when Heads of Year/senior staff are not available.
- Telephoning parents when asked to by Heads of Year/senior staff.
- Logging reports of incidents.
- Fetching work for students who have been taken out of lessons or are absent long-term.
- Helping with pastoral administration when necessary.

Operational Responsibilities

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

Person Specification

Essential Criteria	Measured by
Experience <ul style="list-style-type: none"> Supporting children's learning in a school. 	Application form / interview
Qualifications/Training <ul style="list-style-type: none"> Excellent numeracy/literacy skills. Completion of DfE Teacher Assistant Induction Programme. NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience). First aid training as appropriate (e.g. emergency first aid course). 	Application form / interview
Knowledge/Skills <ul style="list-style-type: none"> Understanding of relevant policies/codes of practice. Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. Use of other equipment technology – smartboard, photocopier etc.. Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. Effective use of ICT to support learning. Willing to work towards NVQ Level 3 or recognised equivalent. 	Application form / interview
Behavioural Attributes <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	Application form / interview

Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.*
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- Emotional resilience in working with challenging behaviours and*
- Attitudes to use of authority and maintaining discipline.*