

Job Description

Details of Post

- **Title:** Pastoral Support Assistant
- **School/ Federation/ Academy/Trust:** TrustEd CSAT Alliance
- **Reporting to:** Assistant Headteacher
- **Main Workplace:** Church Stretton School
- **Grade and SCP:** Grade 6 (SCP 7 - 11)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

Work under the guidance of the Heads of Key Stage and Assistant Headteacher, and within an agreed system of supervision, to implement agreed work, care, support and intervention programmes with individuals or groups.

Principal Duties and Responsibilities

1. Support for Students and their families

- Provide emotional support and intervention for students as required during the school day.
- Establish positive relationships with identified students (and their parents/carers where appropriate) and support them according to their individual needs.
- Work with identified students raising their self-esteem, to empower them in striving towards personal independence and maturity.
- Support students with attendance difficulties, and their families, in order to achieve required levels of attendance.
- Liaise with teaching staff to highlight pastoral needs and address barriers to learning.
- Work with young people including those who are disaffected.

2. Support for the Pastoral Team

- Meet with parents to explain processes and gain consent for Liquid Logic referrals.
- Undertake 1 to 1 or small group/isolation interventions as directed by the Heads of Key Stage or Pastoral Assistant Headteacher.
- Support interventions and teaching in the Student Support Centre.
- Be able to support students and families in the absence of the Heads of Key Stage.
- Communicate daily with the Heads of Key Stage or Assistant Headteacher to ensure that they are fully up to date on student welfare issues.
- Act as lead professional, communicating with other professionals and services to ensure care plans are progressing.
- Maintain accurate records according to current pastoral protocols, including Liquid Logic, adhering to the school's strict confidentiality policy.

- Contact parents as required.
- Undertake Child Protection (CP) designate training.
- Act as a Deputy CP designate in the absence of Assistant Headteacher and Deputy DSLs in order to safeguard young people.
- Attend pastoral, core group, Early Help, strategy and CP conference meetings as required.
- Investigate incidents between students including friendship, relationship and bullying and take responsibility for the appropriate course of action.
- Work with School Nurse teams including the arrangement of sessions for Confidential Health and Advice for Teens (CHAT).
- Triage parental contact to ensure information is passed onto the relevant persons.

3. Support for the school

- 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, and support difference, and ensure that students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and students on visits, trips and out of school activities including summer school, and take responsibility for a group under the supervision of a teacher.
- To be on duty during break and lunchtimes to supervise students.

4. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

5. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

6. Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

7. Review

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.