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| Post Title: | Pastoral Support Assistant |
| Overall Responsibility: | Pastoral Support Assistants are members of the Pastoral Team of the school and are responsible for supporting the Pastoral and Academic progress of an assigned year group(s) Pastoral Support Assistants work closely with pupils offering mentoring, support and guidance; working closely with Pupil Progress Leaders to support pupils’ emotional and academic progress. The post holder supports the Pupil Progress Leader, Assistant Pupil Progress Leader and twelve Form Tutors, and contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Child Protection Policy and Social, Emotional Aspects of Learning to support the strategic objectives of the school. A Pastoral Support Assistant supports whole year data analysis and the implementation and evaluation of interventions designed to raise attainment. Individual monitoring of specific groups such as PP/ SEND/ CLA/ Mobility/Adopted should also be undertaken as directed by the PPL. The Pastoral Support Assistant supports the monitoring of whole year attendance as well as the monitoring of individual groups’ attendance if directed. They also liaise with parents and carers regarding all matters pertaining to welfare and academic progress.Pastoral Support Assistants are expected to be a visible presence around the school to ensure the highest standards of behaviour from all pupils during unstructured time as well as lessons. PSA will visit lessons to celebrate pupil success and support staff in enforcing the Positive Behaviour system.Pastoral Support Assistant will work with the SEND Team to ensure that pupils with SEND in their year are appropriately supported and nurtured.They will also liaise with the designated teacher for CLA and offer necessary support to these pupils |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the PPL, APPL, Assistant Headteachers, Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.They need to be role models in terms of conduct, integrity, dress and professionalism and in the way colleagues and pupils are treated. This should be with integrity, respect and courtesy, fostering trust in pupils and staff whilst acting with wisdom and justice. Pastoral Support Assistants are expected to support and promote the school’s ethos and Christian Values at all times particularly with regard to the spiritual development of pupils and will liaise closely with the Pupil Progress Leader, Assistant Headteacher - Pupil Progress and Wellbeing and Assistant Headteacher - Pastoral Support Guidance and Achievement Innovator.  |
| **Pupil Management**  |
| **Pastoral** |
| **To assist and support the Pupil Progress Leader/Assistant Pupil Progress Leader in:**1. Supporting the welfare of pupils providing mentoring, support and guidance as directed
2. Supporting the PPL/APPL in following up incidents; maintain detailed records and pupil files as directed; have meetings with parents/carers and other professionals during or after school as required, sometimes with other senior staff members; arrange sanctions where appropriate; communicate with parents/carers
3. Attending meetings with PPL/APPL as necessary
4. Supporting the form tutors by counselling, supporting, rewarding and disciplining pupils as and when appropriate.
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| **Academic – to assist and support the Pupil Progress Leader in:** |
| 1. Monitoring and evaluating the standards of achievement and progress of the Year group by using student data and information.
2. Monitoring a team of tutors to ensure consistency across the year group so that all pupils feel they are fully supported in developing their academic, personal and social skills.
3. Ensuring that Year Team Meetings facilitate discussion and consultation, including active participation wherever possible. Minutes should be circulated to all relevant staff.
4. Monitoring the rewards system across the Year Group including rewards ceremonies and the monitoring of rewards data.
5. Planning and organising the distribution of Certificates of Merit letters to students following internal exams and progress meetings.
6. Supporting academic progress via assessment and reporting processes, taking action in collaboration with Subject Leaders to celebrate achievement and, where needed, to instigate intervention strategies to tackle under performance in effort and attainment. The success of their intervention strategies should then be evaluated and used to inform future interventions.
7. Monitoring and tracking vulnerable students liaising with the SEND Team, SLT and any outside agencies, making contributions to referrals, reviews or case conferences as required.
8. Supporting the monitoring and tracking the progress of groups such as mobility pupils/CLA/Adopted pupils and put intervention in place as necessary.
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| **Home School Communication & Record Keeping -to assist and support the Pupil Progress Leader in:** |
| 1. Responding promptly to parental/carer enquiries by telephone, letter or email as appropriate.
2. Keeping accurate records of all communication with parents/carers, all sanctions issued and any other pertinent pastoral information relating to pupils within the year group in pupil files.
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| **Tutor Group System -to assist and support the Pupil Progress Leader in:** |
| 1. Coordinating and monitoring with the Chaplaincy the delivery of CAW and to observe and evaluate the delivery of CAW within form time with members of SLT.
2. Supporting the Form Tutor Team in their delivery of the Form Tutor time.
3. Regularly visiting the Form Tutor Team during the Form Tutor Time.
4. Monitoring the use of Form Tutor Time and report back to the PPL, APPL Headteacher and Assistant Headteacher.
5. Monitoring student attendance across the Year group in liaison with the tutor and report any issues to the PPL and Assistant Headteacher.
6. Supporting Form Tutor evenings and other parents’ evenings and to action any feedback from parents/carers following the evenings.
7. Assisting with admissions by deciding on the tutor group for new students and ensuring that new students are allocated a ‘buddy’ to assist with their settling in.
8. Organising and arranging Form inspections, liaising with relevant members of SLT.
9. Managing any minor tutor group changes throughout the Academic Year and ensure that there is an induction programme in place for pupils entering the Year Group ‘mid-term’.
10. Ensuring that Form Tutors are performing tasks such as recording IRIS, signing homework planners weekly, general administration, delivering CW, completing the Woodchurch Pledge (KS3), supporting Archbishop of York (Y8), Progress Tracker (KS4) checking uniform and equipment and ensuring that registration time is used productively.
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| **Pupils:** |
| 1. Support and promote the positive ethos within the year group that sets high expectations for pupils in all aspects of their work in school, both through assemblies and other means.
2. Be responsible, with the PPL &.APPL for monitoring the academic and personal progress of all pupils in the year group, encouraging high aspirations and achievement.
3. Promote and monitor pupils’ attendance and punctuality, working within whole school systems and procedures.
4. Know all pupils in the year group as well as possible and display warmth, openness and personal support. To engender trust and compassion for the pupils whilst working with humility and showing wisdom in the way they act.
5. Ensure the very best standards of behaviour, being a role model for both staff and pupils to promote positive relationships.
6. Promote and adhere to whole school policies regarding rewards, assessment, homework, sanctions, equipment and uniform.
7. Produce pupil profiles as necessary to support pastoral and academic progress.
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| **Personal Development** |
| 1. Be responsible for professional development as an PSA
2. Attend communication meetings with the PPL.APPL
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| **Reports and Assessment:** |
| 1. Ensure all Form Tutors are supported to complete tutor comments on Full Reports.
2. Monitor and evaluate standards of achievement and progress following internal exams by chairing Progress Meeting with each Form Tutor.
3. Monitor agreed actions identified within Progress Meetings.
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September 2021