



Eckington School Pastoral Support Assistant

Part of

LEAP

Multi Academy Trust

Post Title: PASTORAL SUPPORT ASSISTANT

This is an exciting opportunity for a dedicated, enthusiastic and driven individual to join our pastoral team.

Salary: Band F (£24,496 to £26,845.00pa FTE) pro rata (equating to £21,198 - £23,231pa for 37hpw).

Hours: 37 hours per week, term time only.

This is a full time, permanent post to start as soon as possible.

The closing date for applications is Wednesday 8th February 2023 at 9.00 a.m.

Interviews promptly thereafter.

Job Description

To assist the Leader of Student Development in creating a positive 'climate' for all students to achieve excellence across the spectrum of school life.

To support students' personal, social, health, emotional, academic and character development.

Main Duties and Responsibilities

- Monitor all students in the year group, both academically and behaviourally, in liaison with the Leader of Student Development.
- Work with the Safeguarding Officer, SEN Coordinator and PP/DA Coordinator, ensuring vulnerable students have appropriate support.
- Work with the Attendance Team to identify target groups/students and implement strategies as agreed by SLT.
- Carry out occasional home visits, as required.
- Supervise at break, lunchtime, before and after school, as required.
- Record safeguarding incidents as per school policy.
- Attend meetings regarding student welfare and supporting Children in Need and Team Around the Child etc to provide relevant feedback on students.
- Provide on call assistance and contact parents to inform them of incidents and/or exclusions.
- Take part in Supervision Room rota, as directed.
- Take part in Homework Support, as directed.
- Support students with issues that impact on their wellbeing or are barriers to their learning.
- Support identified students in lessons and staff in identified hotspots.
- Organise and lead small group support sessions with support from the LoSD.

- Monitor and encourage the rewarding of positive behaviour and achievement in year team, in liaison with Leader of Student Development.
- Assist with the organisation and implementation of whole school or year group functions either of a social, recreational or educational nature.
- Publicise events/activities for the year group through the maintenance of year group noticeboards and other forms of communication to students/parents.
- Carry out some administrative tasks for the Leader of Student Development eg. filing, drafting letter, form filling.
- Maintain written records of meetings and the year team behaviour log.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

	Criteria	Essential / Desirable
Qualifications	5 GCSEs or equivalent inc English and Maths A-C	D
	A levels or higher/or other relevant qualifications	D
	Recent participation in training which is equivalent to working with children/young people	E
	Proven experience in a post which demonstrates high organisational and time management skills	E
Experience	ICT competency	E
	Experience working in a school environment and engaging with challenging children/young people and their families	D
	Counselling skills	D
	Liaison qualities with external agencies	E
Personal Attributes	Ability to communicate effectively in a variety of situations	E
	High degree of motivation for working with children and young people	E
	Ability to empathise with children and young people	E
	Ability to work as part of a team	E
	Ability to self-motivate and work independently	E
	Calm, patient, helpful and pleasant manner	E
	Energetic and enthusiastic	E
	A good health and attendance record	E
	Conscientious	E
	Inventive, creative and divergent thinking	E
Special Requirements	Possession of a full, clean UK Driving licence and use of a car for work on occasion	E
	Willingness to undertake travel in line with the needs of the role	E
	Medical clearance	E
	Enhanced DBS clearance	E
	Compliance with the Trust's policies, inc Health & Safety policies	E

Eckington School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our academy.

Completed applications should be returned either by post to: Sharon Foster, HR Officer, Eckington School, Dronfield Rd, Eckington, Sheffield S21 4GN or by email to Sharon.Foster@eck.leap-mat.org.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.



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