
Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL
Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

JOB DESCRIPTION

Job Title: Pastoral Support Assistant

Salary Grade: Support Staff Grade E

Accountable to: Head Teacher

Post Objective

To address the pastoral needs of pupils who require assistance in overcoming barriers to learning in order to achieve their full potential, and provide appropriate intervention strategies.

To promote the school's ethos in the provision of a safe, stimulating and high quality environment catering for pupils' educational and developmental needs.

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Work with an allocation of pupils requiring extra support to identify their needs and develop individual action plans, to raise achievement and enable them to overcome barriers to learning
2. Provide one-to-one emotional and pastoral support to pupils, where necessary, supporting students who are upset or distressed.
3. Offer a variety of interventions to help resolve pupils' problems; this may include, Lego therapy, Nurture, counselling (this list is not exclusive or exhaustive).
4. Use detailed knowledge and specialist skills to support pupils who display challenging behaviour, and work with them to resolve any issues underlying their behaviour.
5. Support the Senior Leadership team in managing pupil behaviour, in line with the school behaviour policy.
6. Work in partnership with the Pastoral Team and the Play Team to support behaviour at lunchtimes
7. Monitor the implementation of plans and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable

8. Contribute to the development of activities to encourage family involvement in the school
9. Maintain accurate pupil records and prepare written reports and evaluations.
10. Track and record SEMH development in conjunction with the SENCo, using systems such as Boxall Profile.
11. Maintain confidentiality in relation to pupils' personal circumstances.
12. Promote the safeguarding and welfare of children and young people.
13. Facilitate the induction of new pupils, including support for their social and emotional wellbeing
14. To work in accordance with all school policies, procedures and relevant legislation/regulations.
15. To be a trained first aider, and administer appropriate care to sick or injured pupils and staff.
16. Accompany the Attendance and Admissions officer to carry out home visits, as required.
17. Liaise with the Designated Safeguarding Lead regarding any potential safeguarding concerns.
18. Work with pupils on therapy or care programmes, designed and supervised by a therapist / care professional, following appropriate training (eg. speech and language, physiotherapy)
19. Ensure that the environment is safe, stimulating and meets the requirements of the non-negotiables.
20. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, always promoting independence
21. Administer medication in accordance with an agreed plan, under the direction of a healthcare practitioner, and following appropriate training
22. Develop and maintain professional relationships with pupils, teachers, support staff, parents/carers and external professionals as appropriate.
23. Share information about pupils with other staff, internal and external agencies as appropriate, under the direction of the SENCo.
24. Work within, and maintain a familiarity with the school and National Curriculum, assessment procedures, intervention strategies / programmes, SEND policy, Code of Conduct and other relevant school policies
25. Supervise pre-planned activities during short term teacher absence

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head teacher; however the responsibility level should not exceed those outlined above.

Postholder Name

Signature Date