

**TEACHING STAFF
JOB DESCRIPTION**

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| ROLE TITLE | Pastoral Teaching Assistant |
| CONTRACTED HOURS | 35 hours per week / 39 weeks per year |
| LOCATION | Sir Bobby Robson School |
| GRADE / SCALE POINT – SALARY | Grade 3 SP 4-6 |
| REPORTING TO | Deputy Headteacher/Headteacher |

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

To assist the Senior Leadership Team in creating the right 'climate' for all pupils to maximise their achievements across the spectrum of school life.

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

KEY TASKS & RESPONSIBILITIES

- Be a reference point for pupils and families who are referred by teaching and support staff.
- Follow up pupil/staff concerns, making home visits, telephone and written contact with parents as appropriate.
- With the SLT make contact with pupils and parents regarding attendance/punctuality etc.
- Follow up safeguarding issues in line with school policy and practice.
- Provide support by identifying causes/incident triggering pupil problems.
- Meet with teaching and support staff regarding individual or small groups of pupils.
- Attend conferences/meetings regarding pupil welfare and support, and liaise with the local authority and associated agencies.

- Attend pastoral and IYFAP meetings taking notes as necessary.
- Play a part in the smooth running of pupil medicals, vaccinations, photographs etc.
- Assist in supporting students who have been isolated from their teaching group.
- Organisation and supervision of pupils at lunchtime and break where necessary.
- Support pupils to re-integrate and 'catch up' when they return to school.
- Keep appropriate records in accordance with school procedures.
- Work with other pastoral support assistants to share good practice/offer support to one another on a regular basis.
- Carry out administrative tasks as necessary.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE |
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| KNOWLEDGE | | |
| Technical or Specialist | <ul style="list-style-type: none"> • NVQ or equivalent in a relevant subject | <ul style="list-style-type: none"> • Knowledge of Academy / Trust Computer systems |
| Literacy and Numeracy | <ul style="list-style-type: none"> • Secondary education up to GCSE level or equivalent • Ability to set out letters / documents and to use grammar correctly. • Able to carry out basic calculations accurately. • Computer literate. | <ul style="list-style-type: none"> • Competent and confident in use and interpretation of data bases and spreadsheets. |
| Organisational | | <ul style="list-style-type: none"> • Knowledge of basic health & safety responsibilities and safeguarding procedures. • Knowledge of policies and procedures e.g. sickness and absence records. • Knowledge of the Academy's administrative procedures e.g. ordering / incoming and outgoing post. |
| Equipment / Materials | <ul style="list-style-type: none"> • High level, accurate keyboard skills. • Able to use / operate general office equipment e.g. printers, photocopiers, binders, computers. | |
| First Aid | | <ul style="list-style-type: none"> • To provide first aid support to students and staff as necessary. Full training will be provided. |
| MENTAL SKILLS | | |

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| Research | <ul style="list-style-type: none">• Able to use the internet effectively for routine research. | |
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| Interpersonal and Communication | <ul style="list-style-type: none"> • Firm and fair relationships with students and excellent behaviour management skills • Tact and diplomacy second nature; • Articulate with a good grasp of the English language. • Patience and tolerance when dealing with parents /pupils who may be upset or appear unreasonable. • Understanding of the necessity and ability to maintain absolute confidentiality. • Pleasant and helpful telephone and face-to-face manner. • Ability to function effectively as part of a team. | |
| PHYSICAL | | |
| Keyboard | <ul style="list-style-type: none"> • High level keyboard skills. | |
| Manual Skills | <ul style="list-style-type: none"> • Routine manual handling skills. | |
| Level of Autonomy | <ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within clear guidelines and procedures. • Supervisory assistance is available most of the time. | |