

**PASTORAL ASSISTANT**

**JOB DESCRIPTION**

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| **Job Title** | Level 4 Pastoral Assistant |
| **Grade** | G6 SCP 15-22 |
| **Role Profile** | **The role will be to support all aspects of Pastoral Care and Welfare for pupils in Key Stage 3 and 4. This includes supporting the school systems to ensure the highest attendance for all pupils. This will include home visits and supporting the collection of pupils where necessary.**  **SUPPORT FOR THE PUPIL**   * Promote inclusion and acceptance of all pupils. * Provide consistent support to all pupils, responding appropriately to individual pupil needs. * Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure. * Establish productive working relationships with all pupils, acting as a role model and setting high expectations. * Provide support for the school processes of Re-Track and RE-Engage. * Work from the Pastoral Base providing day-to-day support for pupils particularly in connection with lost equipment and information needs (e.g. timetables). * Track information regarding pupil welfare using relevant school systems. * Support the intervention processes required to support the school’s Attendance procedures.   **SUPPORT FOR THE PASTORAL TEAM**   * Support the role of parents in pupil’s learning and contribute to/lead meetings with parents to provide constructive feedback on pupil engagement/ progress/achievement etc. * In liaison with the Heads of Year/Assistant, take a lead in the work required to support Early Help and Family Support processes. * Provide objective and accurate feedback and reports as required, to the Pastoral Manager on pupil behaviour and conduct in lessons, their achievement and progress, ensuring the availability of appropriate evidence. * Support Heads of Year/Assistant Heads of Year in receiving and dealing with communications from parents in any format (e.g. telephone, email, letter) keeping the HOY/AHOY updated with relevant information and referring issues to them as appropriate. * Support the case management of the Safeguarding Officer and Mental Health Lead. * Monitor all matters associated with Pupil Welfare and Safety and refer to the Pastoral Team as appropriate. * Support the Assistant Headteacher in the processes required for pupils changing schools in exceptional circumstances e.g. as a result of a managed transfers, in-year admissions and hard-to-place pupils. * Take a lead in developing and maintaining community links with external agencies such as the Community Support Officers. * Where required support the processes of Isolation.   **SUPPORT FOR THE SCHOOL**   * Comply with school policies and procedures relating to child protection, health safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned). * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. * Contribute to the school ethos, aims and development/improvement plan. * Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils taking the initiative to develop appropriate multi-agency approaches. * Attend and participate in regular meetings as appropriate. * Participate in training and other learning activities as required. * Establish own best practice and use to support others. * Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours. * Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend in school activities. |
| **Location of work** | Lower or Upper School |
| **Directly responsible to** | Assistant Headteacher Behaviour/Attendance/Safeguarding |
| **Hours of Duty** | 37 hours per week, 39 weeks |
| **Primary Post and Scope of the Job** | To provide support to the Pastoral Team in working with pupils and parents to ensure pupil welfare and safety. To ensure that wherever possible pupils are attending school. The post holder will act as a link between the school and pupils and their family and with the wider community, establishing links with relevant external agencies.  This role will be based initially at the Lower school. However, in line with the school’s ethos of flexible and cross-site working, there may a requirement to work at the Upper School if required. |
| **Working Relationships** |  |
| **General** | **The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.** |
| **Review Arrangements** |  |
| **Date Job Description prepared/revised: May 2022**  **Prepared/revised by: Jill Stanton** | |



**PASTORAL ASSISTANT**

**PERSON SPECIFICATION**

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|  | Essential | Desirable |
| **Knowledge, skills and abilities** | | |
| Ability to work effectively within a team environment, understanding pastoral roles and responsibilities | x |  |
| Ability to build and maintain effective working relationships with all pupils and colleagues | x |  |
| Ability to promote a positive ethos and role model positive attributes | x |  |
| Ability to work with children at all levels regardless of specific individual need | x |  |
| Ability to adapt own approach in accordance with pupil needs | x |  |
| Ability to continually develop and extend own working practices | x |  |
| Excellent personal numeracy and literacy skills | x |  |
| Understanding of principles of child development, learning styles and independent learning | x |  |
| Working knowledge of relevant policies/codes of practice/legislation |  | x |
| Understanding of inclusion, especially within a school setting | x |  |
| Understanding of other basic technology – video/ DVD, photocopier |  | x |
| Understanding of safeguarding policies and procedures |  | x |
| Knowledge of the external agencies involved in safeguarding processes |  | x |
| Experience of working to improve school attendance |  | x |
| **PROFESSIONAL VALUES AND PRACTICE** | | |
| Must be able to demonstrate all of the following: | | |
| High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements. | | |
| Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. | | |
| Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work. | | |
| Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice | | |
| Able to liaise sensitively and effectively with parents and carers,  recognising role in pupils’ learning. | | |
| Able to improve their own practice through observations, evaluation and  discussion with colleagues. | | |
| **Qualifications** | | |
| NVQ III or equivalent in teaching assistance |  |  |
| Minimum 2 year experience of working with children in an educational setting (within specified age range/ subject area) | x |  |
| Requirement to complete HLTA training programme | x |  |
| Willingness to participate in relevant training and development opportunities | x |  |
| Willingness to undertake appointed person certificate in first aid administration. |  | x |
| **This post is subject to an Enhanced DBS check** | | |