



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**JOB DESCRIPTION**



<b>Job Title</b>	PSA (Pastoral Support Assistant)
<b>Grade/Salary</b>	£24,003.09 - £24,111.44 per annum
<b>Hours</b>	37 Hours per week, term time only (190 days plus 2 training days)
<b>Date Required</b>	January 2019
<b>Closing Date</b>	Friday 29 November 2019 @ 09.00 am
<b>Interview Date</b>	Week commencing 2 December 2019
<b>Reporting To</b>	Head of Pastoral

### About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies. Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

### Details

We seek a committed and enthusiastic person to work within our established Pastoral team. The pastoral system at The Billericay School is one of vertical House groups - Curie, Edison, Keller, Newton, Scott – all led by a Head of House. Our Pastoral team consists of 5 PSAs (Pastoral Support Assistant), each supporting one of the 5 house groups.

### Purpose of the Role:

- To assist the Senior Leadership Team and Pastoral Leaders (Heads of House) in the implementation of the school's behaviour, discipline and uniform policies.
- To assist the Senior Leadership Team and Pastoral Leaders (Heads of House) in the care of students, their welfare and the development of their wellbeing.
- To assist the Senior Leadership Team and Pastoral Leaders (Heads of House) in the implementation of the school's attendance policy.
- To assist the Senior Leadership Team and Pastoral Leaders (Heads of House) in the implementation of the school's pupil premium policy and contribute to the work of the House Achievement Teams.



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- To follow the school's Safeguarding policy and protocols.
- To be a named first-aider for the school.
- To provide a point of contact for students and parents seeking advice, guidance or support.
- To supervise students in the Withdrawal Unit.

### **Duties:**

#### Attitudes and Ethos

- Attend Pastoral meetings and contribute to Pastoral development and Self Evaluation process as appropriate.
- Role model the Code of Conduct and professionalism.
- Liaise with the Pastoral Support Manager about tasks and responsibilities so that own time and the team duties are managed effectively.
- Conduct Ethos and Attitudes walks as required.
- Attend year group assemblies as required to support attendance & ethos.
- Assist in the organisation of events for allocated year group.
- Contribute to the Intervention Programmes as appropriate.
- Take part in School Events, attend Open Evening, Parents Evening and support transition as appropriate.

#### Behaviour, Discipline & Uniform

- Supervise students in the Withdrawal Unit.
- Investigate behaviour incidents (gathering statements, looking at CCTV etc.) as directed by the Pastoral Team Manager, Head of Pastoral/SLT and liaise with SLT, HOH, teachers and parents to resolve.
- Manage own caseloads and incidents but ask for, and offer, assistance to team as necessary or as directed by Pastoral Support Manager/Head of Pastoral.
- Liaise with "Walkabout" duty staff (collecting/delivering students and following up issues and concerns).
- Undertake break and lunchtime supervision of students.
- Monitor students on behaviour contracts and report cards as required.
- Organise work for excluded students and those on long-term absence.
- Monitor behaviour incidents (behaviour points/removal from lesson/discipline slips) for identified students and, in liaison with HOH, intervene with students as directed. Assist in the logging and organisation of detentions and other sanctions.
- Assist in the Uniform Card system by logging, monitoring and issuing of replacement pages/report card for the House. Assist with the Uniform Card Reward Systems.
- Liaise with parents re uniform concerns.



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## Attendance & Punctuality

- Monitor attendance and punctuality for House and allocated year group and, in liaison with the School Attendance Team and HOH, intervene with identified students as directed.
- Undertake gate and assembly duty, recording names of students who arrive late, sharing this information and applying sanctions or placing in detention as appropriate.

## Welfare: Advice, Guidance & Support

- Deal with student, staff and parental enquiries re pastoral issues. Use Pastoral resources to effectively signpost further help and advice (e.g. Self Harm advice.)
- Maintain effective records, communication and Pastoral Early Intervention Plans as directed.
- Provide first aid intervention as a named first aider within the school.
- Provide cover in the medical room as and when required.
- Undertake training as appropriate.
- Supervise the counter and manage confiscations, lost property etc. as required.
- Participate in the Risk Avert Programme if appropriate.

## Achievement Teams

- Attend Achievement Team meetings with HOH Line Manager and SLT link
- Contribute to the work of the Achievement Team for allocated House.
- Participate in Achievement for All Programme.
- Mentor 'disadvantaged' students under the direction of the Head of pastoral, SLT RSL and HOH for identified students.

### **Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.