

JOB DESCRIPTION – PASTORAL ASSISTANT

OVERALL PURPOSE OF THE JOB:

To provide administrative and practical assistance to the Head of Year and Assistant Headteacher promoting student wellbeing, aiming to improve learning. Working collaboratively and in conjunction with form tutors, subject teachers, Programme Leaders and SENCO.

Duties and responsibilities:

- Conduct investigations into student disciplinary issues and/or allegations about other students.
- Arrange meetings with parents and outside agencies and attend as appropriate.
- Supervise students, delivering interventions where appropriate.
- Work alongside families offering practical and emotional support enabling families to help themselves and supporting adults in their role of parent / carer.
- Allocate detentions for uniform infringements and lateness, monitoring students' attendance at these detentions and setting further sanctions as necessary.
- Contribute to PSPs and other disciplinary hearings.
- Collate and check the submission of work for excluded students, where necessary.
- Receive and check data on students' attendance and punctuality.
- To undertake welfare checks for 'missing' children or those causing concern.
- To have daily contact with Heads of Year.
- Liaise with outside agencies as necessary.
- Provide administrative support for, and promote the use of the Rewards system.
- Maintain records relating to students' behaviour/sanctions/rewards.
- Maintain and update displays and information on pastoral and year group notice boards, celebrating individual and group success.
- Initiate and carry out post registration truancy checks.
- To maintain confidentiality of information acquired in the course of undertaking duties related to the post.
- To build up knowledge of local resources, community and other statutory services, communicating with them effectively in the best interests of the child and family.

