

JOB DESCRIPTION

Job Title	BEHAVIOUR SUPPORT: PASTORAL CARE (ASSISTANT)
Grade	2020 Scale 5
Reports to	SLT
Responsible for	Pupils, Parents
Liaison with	Other staff, pupils, parents and external agencies, as required
Job Purpose	<ul style="list-style-type: none"> • To provide direct support for pupils with emotional and/or behavioural difficulties. • To work with and help facilitate those pupils' successful inclusion in school life. • To liaise with parents/carers to identify and address issues affecting student progress and provide support as appropriate. • To liaise, where necessary, with staff and outside agencies.
Duties	<ul style="list-style-type: none"> • To encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting by using positive behaviour management techniques designed to develop the pupils' ability to behave appropriately. • To make a practical contribution to the implementation of an agreed school plan, designed to promote and reinforce appropriate behaviour. • To produce a variety of resources to support whole school and individual positive behaviour systems. • To model, group-based activities designed to develop pupils' problem-solving, mindfulness, listening and social skills. • To respond to individual pupils' needs by implementing a range of strategies including basic counselling/interventions. • Analyse weekly class behaviour sheet information and report to SLT. • To monitor and investigate allegations of bullying. • To assist Teachers and SLT in conducting investigations into pupil disciplinary issues and/or allegations about other pupils. • To collate work from teachers of isolating or excluded pupils • To obtain and analyse weekly printouts from the Office Attendance Assistant regarding pupils' attendance and punctuality. • To monitor the attendance of each class and oversee the 'Attendance Cup' awards. • To liaise with SENCO and LSAs as appropriate. • To maintain and update displays and information on the Pastoral notice boards, celebrating individual and group successes, mental health, wellbeing and behaviour. • To be a member of the Pastoral team and attend Pastoral care meetings and others, for example School Council when necessary and/or appropriate. • To attend relevant meetings. • To consult with parents regarding pupil welfare matters.

	<ul style="list-style-type: none"> • To ensure that Child Protection matters are passed to the Named Person in accordance with the statutory and school policy. • To be aware of and working within the School's policies relating to Child Protection and physical contact with pupils. • To gather feedback and ideas from pupils that helps to improve procedures and practice e.g. wellbeing and behaviour surveys. • Liaison with primary schools for transition visits for vulnerable pupils • Maintenance of student pastoral profiles. • Make referrals to outside organisations with the support of colleagues and parents. • To act as the link with the EWO and, in liaison with them, receive and check data on attendance and punctuality; taking any necessary remedial action. • To liaise with outside agencies as necessary e.g. Family Solutions, Young Carers, EWHMS <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>

**BEHAVIOUR SUPPORT: PASTORAL CARE (ASSISTANT)
PERSON SPECIFICATION**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	NVQ Level 2 or equivalent in Learning Support Professional training in Behaviour Management Experience of working with children in a professional setting
	Knowledge of relevant policies and procedures	Being aware of and working with the School's policies in relation to inclusion, Child Protection and physical contact with pupils.
	Literacy	NVQ 2 or equivalent in English
	Numeracy	NVQ 2 or equivalent in Maths.
	Technology	Good working knowledge of ICT to support learning.
Communication	Written	Ability to write reports, letters etc.
	Verbal	Ability to use clear language to communicate information unambiguously. Ability to listen effectively.
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children.
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy, as required.
	SEN	Encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting.
	Curriculum	Good understanding of the school curriculum. Knowledge of specialist curriculum area(s), if appropriate.
	Child Development	Good understanding of child development. Ability to assess progress and performance and recommend appropriate strategies to support development relevant to the role
	Health & Well being	Understand and support the importance of physical and emotional wellbeing.
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children,

		their families and carers. Ability to work with parents and carers to improve support for children.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults.
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share and safeguard information.
Responsibilities	Organisational skills	Good organisational skills. Ability to remain calm under pressure.
	Line Management	N/A
	Time Management	Ability to manage own time effectively.
	Creativity	Demonstrate creativity and an ability to resolve problems independently.
General	Equalities	Awareness of and promotion of equality.
	Health & Safety	Good understanding of Health & Safety.
	Child Protection	Good understanding and effective implementation of child protection procedures.
	Confidentiality/Data Protection	Understand and comply procedures and legislation relating to confidentiality.
	CPD	Demonstrate a clear commitment to develop and learn in the role.