

JOB DESCRIPTION

Job Title	PASTORAL ASSISTANT
Grade	2020 Scale 5 (2019 Band 3)
Reports to	Assistant Principal, Behaviour, Culture & Ethos
Responsible for	Pupils
Liaison with	N/A
Job Purpose	To provide administrative and practical assistance for the Assistant Principal and the Heads of House in promoting student well-being in order to improve learning, in conjunction with Form Tutors, subject teachers, Heads of Department, LSAs and SENCO.
Duties	<p>A) To assist organising and running of events e.g., open events, parents evenings, transition events etc.</p> <p>B) To work with primary schools to collect data relating to new intake</p> <p>C) To support incoming and outgoing student admissions.</p> <p>D) To contribute to the organisation and monitoring of student reports e.g., praise, tutor, senior reports.</p> <p>E) To assist the Heads of House in conducting investigations into pupil behavioural issues and/or allegations about other pupils.</p> <p>F) To arrange meetings with parents and support the organisation for Heads of House/AP and attending as appropriate.</p> <p>G) To respond to individual pupils' needs by implementing a range of strategies including basic counselling.</p> <p>H) To ensure that Safeguarding matters are passed to the Named Person in accordance with statutory and school policy.</p> <p>I) To support detentions.</p> <p>J) To contribute to PSPs and to the disciplinary hearings of pupils who are permanently excluded.</p> <p>K) To organise work for students not in lessons (e.g. long term sickness, inclusion, exclusion)</p> <p>L) To obtain and analyse weekly/fortnightly attendance, punctuality, positive and negative behaviour points. Supporting Heads of House / AP with any necessary actions.</p> <p>M) To liaise with outside agencies as necessary.</p> <p>N) To liaise with SENCO and LSAs as appropriate.</p> <p>O) To continue the development of our strong culture of tolerance, anti-bullying, equality, belonging, community and family; where all children are taught to treat each other with kindness and respect.</p> <p>P) To provide administrative support for and promoting the use of, the Rewards System, particularly in relation to form tutors.</p> <p>Q) To maintain records on SIMS relating to pupils' attendance, behaviour, sanctions, rewards.</p> <p>R) To support the student body in maintaining and updating displays and information on the House notice boards, celebrating individual and group successes.</p> <p>S) To attend Head of House meetings and School Council meetings when required.</p> <p>T) To attend and contribute to information meetings on occasion.</p> <p>U) To gather feedback and ideas from pupils that helps to improve procedures and practice e.g., through student voice, in conjunction with the well-being lead.</p> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.</p>
General	A) To participate in the performance and development review process, taking personal responsibility for identification of learning,

	<p>development and training opportunities in discussion with line manager.</p> <p>B) To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.</p> <p>C) To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</p> <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>
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**BEHAVIOUR SUPPORT: PASTORAL ASSISTANT
PERSON SPECIFICATION**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment NVQ Level 3 in learning support/early Houses or equivalent qualification/experience
	Knowledge of relevant policies and procedures	Knowledge of First Aid Good knowledge of appropriate procedures, regulations and guidance.
	Literacy	NVQ level 3 or equivalent in English.
	Numeracy	NVQ level 3 or equivalent in Maths
	Technology	Good working knowledge of ICT to support learning and for administrative/ organisational effectiveness
Communication	Written	Ability to write detailed reports, complete returns and write complex letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	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
	SEN	Successful completion of training to support SEN if appropriate Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion
	Curriculum	Good understanding of the school organisation, timetable and learning and pastoral support systems
	Child Development	Good understanding of child development and pastoral issues such as inclusion and transition
	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 and 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 information

Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to meet deadlines
	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 with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance