



## Pastoral Support Assistant

### JOB DESCRIPTION

**RESPONSIBLE TO:** Pastoral Support Team Leader

**JOB PURPOSE:** To support the school's aim for developing independent, resilient and responsible students through appropriate pastoral support. To assist the Heads of Year to address the needs of students who need help to overcome barriers to learning and to respond to behaviour issues within the school throughout the school day including break and lunchtimes. To provide administrative support to the Heads of Year as appropriate.

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#### Principal Accountabilities:

This job description will be finalised and agreed with Pastoral Support Team Leader and Deputy Headteacher (Pastoral)

The following tasks reflect the main responsibilities for the post, under the direction and guidance of the above colleagues and the Heads of Year.

Support for students	<ul style="list-style-type: none"><li>• To maintain high levels of attendance and punctuality and work towards improvement</li><li>• Be a point of contact for students and families when personal matters affect their learning</li><li>• Work with agencies in school and beyond to support students and their families</li><li>• Contribute to students' personal development as a mentor and coach</li><li>• Contribute to the successful transition of students through the Key Stages</li><li>• Provide lunchtime and break supervision each day, being available or and interacting with students whilst ensuring good order is maintained</li><li>• Provide supervision for after-school reflections as part of the rota</li><li>• Maintain and establish positive home school relationships</li><li>• Assist the Attendance Officer in contacting home with regards to attendance and punctuality.</li></ul>
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Support for the Heads of Year	<ul style="list-style-type: none"><li>• Provide confidential administrative support for the Heads of Year</li><li>• Receive and make telephone calls to and from parents on behalf of the Heads of Year making appointments on behalf of the Heads of Year where necessary to ensure good home/school communications</li><li>• Maintain student behaviour/attendance records and provide relevant information to the Heads of Year and other staff where necessary</li><li>• Support the investigation of all incidents, including the taking of statements and ensure consistency</li><li>• Support and supervise detentions within the school behaviour policy</li><li>• Respond in a timely manner to poor behaviour by our students within the school and community</li><li>• Work strategically to reduce the level of poor behaviour by our students within the school and community</li><li>• Assist with the organisation of social events for year groups where necessary</li><li>• Support assemblies where necessary</li></ul>
Support for the school	<ul style="list-style-type: none"><li>• Support Year Heads in the event of colleagues being absent and generally work as a team with other Pastoral Support Staff where necessary</li><li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li><li>• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop</li><li>• Contribute to the overall ethos / work / aims of the school</li><li>• Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of students</li><li>• Attend and participate in regular meetings</li><li>• Participate in training and other learning activities as required</li><li>• Recognise own strengths and areas of expertise and use these to advise and support others</li><li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li></ul>



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	<ul style="list-style-type: none"><li>• Undertake planned supervision of students' out of school hours learning activities</li><li>• Supervise students on visits, trips and out of school activities as required</li></ul>
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Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.

The line manager will liaise with the Heads of Year and the post-holder to ensure that there is a realistic and appropriate expectation of workload.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.