



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Pastoral Support Assistant

Saint Benedict Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to:	Attendance, Educational Welfare & Achievement Manager & Deputy Headteacher
Grade/Salary:	Band 3 SCP 6-9
Contract Type:	Permanent
Hours:	37 hours per week, 40 weeks per year (Term-time + 1 week)
Location:	Saint Benedict Catholic Voluntary Academy, Derby

Main purpose

Duties and responsibilities

The following duties and responsibilities represent the key tasks and are to be carried out throughout the year as necessary and as directed.

- To provide Pastoral and administrative support relating to pupils in your given Year Group
- To liaise with teaching staff regarding pastoral issues such as behaviour, wellbeing and attendance
- To administer and carrying out all elements within the detention system for your given Year Group
- Be a point of contact for parents and follow-up queries accordingly and in a time appropriate way
- Contribute to the monitoring of pupils' attendance in your given Year Group
- Support the Head of Year in monitoring and analysing behaviour in your given Year Group
- To collate paperwork involved in school's reward and discipline system
- To be the point of contact for pupils in regard to bullying issues in your given Year Group
- To take responsibility for intervention work with groups of pupils, as directed by the Head of Year/Deputy Headteacher
- To assist with break and lunchtime pastoral issues and duties as directed



- To be involved in the organisation of school events e.g. Parents' Evening for your given Year Group, Open Day, Celebration Evening etc and support the smooth running of them
- Compilation of headteacher's pupil reports for Governors' disciplinary panels
- To be responsible for exclusion letters and associated paperwork for student exclusions
- To liaise with outside agencies and organisations as directed
- To be a first aider and respond to first aid call requests
- To support the staff on-call system
- To undertake any other duties deemed suitable by the Headteacher/ Deputy Headteacher
- Liaise with and support form tutors of your given Year Group

Wider Responsibilities

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the Senior Comply and assist with the development of policies and procedures relating to Pastoral Support and Safeguarding as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

The Pastoral Support Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

Pastoral Support Assistant

Knowledge:

- Relevant experience in a school environment.
- Basic knowledge of general school policies and procedures.
- Good literacy, numeracy, IT and communication skills.

Mental Skills:

- Some judgment required to resolve straightforward problems.
- Analyse and evaluate information.
- Creative thinking.

Interpersonal Skills:

- Demonstrating sensitivity, diplomacy and tact.
- Using developed advisory, negotiating or persuasive skills with a range of audiences.
- Highly effective oral and written communication skills.
- A good sense of humour.
- Maintenance of confidentiality
- The competence to liaise with outside agencies such as the Education Welfare Service, the police, youth support services

Physical Skills:

- Ability to use range of office equipment (e.g. photocopier, telephone system)
- Good keyboard skills
- Accuracy and attention to detail
- Physical and mental capacity for the post

Initiative & Independence:

- Working on own initiative, proactively supporting colleagues
- Prioritise own work effectively
- Assess and resolve unanticipated problems independently but refer more serious problems to a senior manager for advice and guidance.
- Organisational skills, to meet demands of others.
- Ability to meet tight deadlines
- Ability to demonstrate effective implementation of the school's behaviour management policy.
- A commitment to continued professional development
- Flexibility
- Ability to relate to and promote the ethos of the school

Mental Demands:

- Dealing with conflicting demands and interruptions.
- Meeting deadlines imposed internally and externally.



- Work under pressure.

Emotional Demands:

- Dealing regularly with people, including children who can be angry, difficult, upset or unwell.

Responsibility for People:

- Providing advice and guidance on the phone and face-to-face to a wide range of audiences.
- Welfare of pupils

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
