



**SOLIHULL**  
**ALTERNATIVE PROVISION**  
**MULTI ACADEMY TRUST**

## **Job Description**

<b>Job Title:</b>	<b>Pastoral Support Assistant</b>
<b>Location:</b>	Solihull Alternative Provision Academy
<b>Contract:</b>	Permanent
<b>Salary Band:</b>	Band C; points 8 – 14; £26,824 - £29,540 pro-rata; Actual: £22,995 - £25,323 per annum
<b>Hours:</b>	Full Time (37 Hours per week) Monday to Friday, 8.15 am – 4.15 pm Term time only plus Inset days (39 weeks worked, 44.7weeks paid)

### **Overall Purpose of the Role**

To provide pastoral support for students who may have emotional and/or behavioural difficulties and to work with and help facilitate those students successful inclusion in school life and to provide supervision for students who are struggling.

### **Key Responsibilities**

- Encouraging the inclusion of students with emotional and/or behaviour difficulties in an AP setting by using Restorative Practice techniques designed to develop the student's ability to behave appropriately;
- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety;
- Facilitate the Exams Officer to ensure the smooth delivery of the GCSE / Level 1 exams season for students;
- Modelling support strategies designed to encourage and develop appropriate behaviour in a variety of settings, i.e. with individuals and group/whole class settings.
- Respond to and take steps to resolve relationship issues between students.
- Modelling, group-based activities designed to develop students' problem-solving, listening and social skills.
- Contribute to individual's pastoral support plans
- Producing a variety of resource for student/school/class designed to support an Individual's bespoke timetable and intervention and/or support whole school positive behaviour systems.
- Attending relevant meetings and in service training provided by the school.
- Supervising students.
- Consulting with parents regarding student support matters, especially attendance, and responding to incidents of challenging behaviour or academic concern.
- To assist the SEMH Provision Coordinator with producing, implementing and evaluating behaviour support interventions.

- Deal with incidents that are seen or reported regarding pupils' welfare.
- Ensure incidents are communicated to the Academy Behaviour Lead.

### **Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

### **Pastoral Care**

- Take responsibility for incidents that are seen or reported to you regarding Orbital pupils' welfare.

### **Continuing Professional Development – Personal**

- In conjunction with the Principal, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal, Director of Education or the incumbent of the post.