

Job Description

Post Title:	Pastoral Support - Level 3
Location:	Ashwood Spencer Academy
Salary/Pay Range:	NJC12-16 <i>depending on experience and qualifications</i>
Hours of work:	<i>Full Time, Term Time only</i>
Reporting to:	Principal

Purpose of Role

- To provide a complementary service to teachers and pastoral colleagues, addressing the needs of children who need help to overcome barriers to learning both inside and outside the academy, in order to achieve their full potential
- To provide support to the safeguarding team
- To enable the school to raise standards of achievement, improvement of attendance and raise standards of behaviour.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Level 3 Pastoral responsibilities

- Act as a DDSL within the academy
- Liaise with colleagues, parents and external agencies to support pupils with identified social, emotional and mental health needs
- Lead and coordinate meetings to put in place and monitor action plans for identified pupils

Pastoral Responsibilities

- Support identified pupils on a 1:1 and small group basis in specific interventions, within the classroom and during unstructured times
- Provide pastoral support
- Lead on family support groups, such as 'stay and play'
- Take a lead on liaising with Family Hubs
- Contribute to meetings to put in place action plans for identified pupils and action any agreed follow-up
- Be knowledgeable about strategies to support pupils within a mainstream setting
- Provide feedback to teachers and the pastoral team on the pupils that they are working with
- Track the academic outcomes of identified pupils

- Support the provision of high-quality resources to enhance children's learning

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills. GCSE Maths and English grade C or equivalent Level 3 TA qualification or equivalent Experience of working as a Teaching Assistant Experience of proactive and reactive behaviour management Experience of running small group interventions	✓ ✓ ✓ ✓	✓ ✓
Knowledge and skills		
Ability to work calmly under pressure Ability to communicate clearly orally and in writing Ability to work collaboratively with others Ability to work within school-based systems and specified timelines Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems Ability to work with children at risk of exclusion or with enhanced needs that require an individualised approach Ability to run small group provisions and evaluate their impact Ability to support learning in the classroom Ability to assist the teacher in assessing the learning within the classroom. Ability to supervise the work of other TAs and report on their impact Knowledge of the primary curriculum Knowledge of effective strategies to promote good behaviour	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality Initiative and ability to prioritise own work and that of others to meet deadlines Efficient and meticulous in organisation Able to follow direction and work in collaboration with the leadership team Able to work flexibly, adopt a hands-on approach and respond to unplanned situations Ability to evaluate own development needs and those of others and to address them Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the Trust's ethos, aims and whole community.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	