

Oakgrove School

JOB TITLE:	Pastoral Assistant
DEPARTMENT:	Pastoral
RESPONSIBLE TO:	Deputy Headteacher
GRADE:	6
CONTRACTED HOURS:	37
CONTRACTED WEEKS:	39 Term Time plus Inset Days

JOB PURPOSE

To provide support to the Pastoral Team and contribute to the smooth running of the pastoral systems.

PRINCIPAL RESPONSIBILITIES

- Contribute to the rota in supporting colleagues by dealing with student problems as they arise, including restorative practices, supervision of students in Behaviour Guidance and communicating any action to relevant staff and parents/carers.
- Maintain contact with external agencies with regards to students who are isolated from lessons/school and are being supervised.
- Liaise with parents of suspended students about their behaviour and any work that may have been set.
- Contribute to specific pastoral initiatives within the school.
- Investigate incidents that occur around the school, follow appropriate procedures to interview students and compile evidence. Take action if appropriate, or request intervention from a senior member of staff if necessary. Ensure that information is shared with appropriate members of staff.
- Support students with reintegration into lessons.
- Monitor students on report or within school monitoring systems.
- Organise the collection and collation of the 'stamp system'.
- Collate achievement data for reward system.
- Respond to any telephone calls regarding students or redirect as necessary.
- Update student logs, archive old files, and create new student logs for new academic year.
- Operate and update the SIMS.net database to ensure accurate reflection of students on roll including the input of information from Data Collection Sheets, change of contact details, new student details.
- Assist with the provision of administrative and secretarial support to Learning Coordinators and Assistant Heads of Year on pastoral issues.
- Organise student detentions and study support sessions (generate stickers and letters home, if required) and inform staff of daily registers when required.
- Ensure students have appropriate work set within the BGR and to liaise with subject teachers to ensure students have appropriate work set.
- Develop learning resources to be used in the BGR or in other educational settings.
- Ensure students are working in a calm, ordered environment and are engaged, motivated and encourage students to reflect on their previous poor behaviour choices.
- Liaise with other local secondary schools relating to the reciprocal agreement on suspended students.
- To provide additional material and evidence for Alternative Education Referrals.
- Establish productive working relationships with students; acting as a role model and setting high expectations.
- Develop and maintain effective links with parents, carers and other stakeholders.
- Monitor student attendance and liaise with year teams and others as appropriate.
- Any other reasonable duty as required.

All Trust employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.

- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.

Conditions of Service

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal, dated _____

Signed by Post Holder: _____

Signed by Line Manager: _____