

## Ormiston Maritime Academy

### Post: **Pastoral Assistant – Level 2**

Location:	Ormiston Maritime Academy based
Salary:	OAT Grade 5, salary range ppt 15 – 19 (£30,024 to £32,061 full time equivalent; actual pro-rata £20,939 to £22,359)
Status:	Permanent
Hours:	30 hours a week term time plus 5 days
Responsible to:	Member of the Senior Leadership Team

#### **Responsible for**

To provide high-quality pastoral care and intensive support to students with complex emotional, behavioural and social needs. This role is pivotal in promoting student wellbeing, engagement, and retention, particularly for those at risk of exclusion or disengagement.

### **Main duties and responsibilities**

#### **Pastoral Support**

- Building trusting relationships with students to support their emotional wellbeing.
- Act as a key adult for identified students, offering daily check-ins and ongoing mentoring.
- Respond to safeguarding concerns in line with school policy.
- Support students through transitions, crises and periods of high need.
- Work closely with students exhibiting challenging behaviours, trauma responses or mental health difficulties.
- De-escalate incidents and provide restorative interventions.
- Maintain detailed records of interventions and outcomes.
- Liaise with parents/carers, social workers, and external professionals to ensure joined-up support.
- Attend multi-agency meetings and contribute to EHCP reviews and safeguarding conferences.
- Work closely with teaching staff to support classroom inclusion and behaviour management.
- Supervise students in internal exclusion, reflection spaces, or during unstructured times. (e.g., break/lunch)
- Support reintegration following suspensions or prolonged absence.
- Promote a calm, safe and respectful school environment, by conducting scheduled culture walks, addressing challenging behaviours that arise, while concurrently responding to student support calls

## Team Collaboration

- Support new or less experienced colleagues by demonstrating key duties and sharing best practices.
- Actively participate in team meetings to enhance communication, share relevant updates, contribute to professional development, promote consistency in practice and help foster a positive and collaborative team culture.

## Building Professional Relationships

- Maintain regular contact with students' families and carers to share progress, address concerns and strengthen home-school partnership.
- Collaborate with school staff and external agencies to identify and support students at risk of disengagement or disaffection.
- Work closely with teaching staff to provide targeted support that improves student attendance, achievement, and engagement.
- Build positive, trusting relationships with students to offer guidance on personal development and learning.
- Establish and sustain effective working relationships with families, carers, and professionals such as social workers and mental health services.
- Work in partnership with the safeguarding team to ensure all concerns are addressed promptly and appropriately.

## Problem Solving and Decision-Making

- Exercise sound judgement in interpreting information and responding to a variety of situations, often requiring creative and practical solutions.
- Resolve day-to-day challenges independently, while escalating complex or unusual issues to the line manager for guidance and support.

## Knowledge, Skills and Experience

- Experience working with young people in high-need environments.
- Strong understanding of safeguarding, child development, and behaviour management.
- Ability to remain calm, empathetic, and solution-focused under pressure.
- Excellent communication, teamwork, and record-keeping skills.

## General Responsibilities

- Be aware of, promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired while undertaking duties.

- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Postholders may be required to work flexibly to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to be promoted and actively support the Academy's responsibilities towards safeguarding.
- The Trust expects employees to deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives

#### DBS

- An enhanced disclosure and barring check will be a requirement of the post.

## Pastoral Assistant - Person Specification

Qualifications	Essential E/ Desirable D
L2 Maths & English	E
Evidence of continued professional development in a relevant field (e.g., youth work, safeguarding etc)	E
Educated to A-Level of Equivalent	D
Relevant qualification in counselling, youth work or education	D
Experience	Essential E/ Desirable D
Experience working in a student support role within a secondary school	E
Experience supporting students with social, emotional, and behavioural difficulties	E
Experience of working with external agencies	D
Experience of using school systems such as SIMS or CPOMS	D
Knowledge & Skills	Essential E/ Desirable D
Understanding of safeguarding procedures and child protection	E
Awareness of additional support services available to students	E
Ability to communicate effectively with students, staff, and families	E
Strong organisational and time management skills	E
Ability to remain calm and solution-focused under pressure	E
Empathy and resilience when working with students facing adversity	E

Qualifications	Essential E/ Desirable D
Knowledge of strategies to remove barriers to learning	D

Personal Attributes	Essential E/ Desirable D
Commitment to the values and ethos of Ormiston Maritime Academy	E
Positive mindset and passion for overcoming barriers to learning	E
Flexible, proactive and enthusiastic approach to work	E
Reliable, punctual and professional	E
Additional Requirements	Essential E/ Desirable D
Willingness to undertake relevant training (e.g. Safeguarding, First Aid, Trauma- Informed Practice)	E
Commitment to maintaining confidentiality and high standards of Health and Safety	E
Enhanced DBS clearance and satisfactory employment checks	E