



JOB DESCRIPTION

Job title:	Pastoral Support Assistant
Grade:	Cornwall Grade F (scale point 1-6)
Contract of Employment:	35 hours per week, term time plus 5 INSET days
Responsible to:	Director of Behaviour and Assistant Principal – Behaviour & Attendance
Direct supervisory responsibility:	Students in the reflection room on rotation
Indirect supervisory responsibility:	Students in the pastoral office
Important Functional Relationships:	<u>Internal:</u> Senior Leadership Team, Director of Behaviour, DSL, SENDCO, Heads of Year, Heads of Department, teachers, children, teaching support staff. <u>External:</u> Governors, parents, Education Welfare Officers, Educational Psychologists, LA departments and advisers and Early help.

Main purpose of the job

- To support the educational, emotional, social and physical needs of the students whilst remaining aware and working within all current College working practices, policies and procedures
- To lead individual and group work intervention programs for students
- To arrange and deliver regular meetings with allocated students as appropriate including Student Attendance Meetings with Parents/Carers.
- To meet regularly with the Heads of Year to provide updates on student progress
- To maintain accurate and up-to-date records of meetings, case notes and evidence of student progress
- Ensure that information is fully shared with all relevant staff
- Attend and lead meetings with Parents/Carers and external agencies in liaison with Heads of Year
- Manage with other Pastoral Support Assistants the systems for confiscated items and the issue of uniform items
- Support the efficient running of the College behaviour system including rewards and sanctions.
- Ensure that bullying concerns are triaged, investigated and referred to key staff as appropriate.

Social and Academic Progress

1. To provide support and guidance for students identified by the Head of Year and Progress Leader as not making expected progress.
2. Discussing barriers to learning (attendance, attitude, etc.) Encourage positive learning and behaviour.

3. To liaise with subject staff about student progress and behaviour in lessons, approaching deadlines, overdue work etc. and develop methods of promoting and reinforcing student self-esteem.
4. To work with individual students, establish current barriers to learning draw up a pastoral support programme and monitor progress towards set targets.

Support for Heads of Year and Attendance Officer

1. To support the Head of Year (HOY) in their daily duties; to liaise with HOY regarding student incidents, collect statements and undertake all related record keeping.
2. To monitor students' attendance and punctuality and liaise frequently with the Attendance Officer, Heads of Year, Attendance lead and EWO alongside deliver SAM meetings in accordance with the attendance policy.
3. To take steps to prevent bullying and provide support for victims of bullying.
4. To demonstrate and promote positive values, attitudes and high standards of behaviour and positive engagement in college life. To anticipate and manage behaviour constructively, promoting child self-control and independence (and adherence to college policies e.g., uniform).
5. To contribute to year group assemblies (e.g., provide information and updates for students).
6. To assist students, staff and parents in making smooth transitions between educational phases for students.
7. To encourage students to interact and work co-operatively with others and to engage all students in learning activities. To mentor individuals and groups of students including restorative justice conversations.
8. To assess, monitor and record students' progress, health, behaviour and general wellbeing using SIMS. To feedback any information (including concerns) regarding the wellbeing and educational needs of students to the Head of Year, Director of Student Support and Inclusion, SENDCO, teachers as appropriate.
9. To contribute to the development of multi-agency approaches to supporting students.
10. To liaise with parents and carers on child progress, difficulties, achievements and other relevant matters, ensuring sensitivity and respect with regard to such communications.
11. To build and maintain supportive relationships with students, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all students.

Behaviour

1. To coordinate work for students who have received exclusions.

2. To support the return from the exclusion process including initiation of a behaviour support plan and/or monitoring card.
3. To liaise with external agencies, if necessary, in order to offer additional support as part of their rehabilitation, e.g., Police. School Nurse, Ed Psych.
4. Direct supervision of the Reflection room on a rota basis and occasional cover of the Reset room as required.

General Support

1. To contribute to the development of multi-agency approaches to supporting students.
2. To demonstrate and promote positive British values, attitudes and high standards of behaviour. To anticipate and manage behaviour constructively, promoting child self-control and independence.
3. To be aware of confidential issues linked to home/ child/ teacher/ College work and to ensure the confidentiality of such sensitive information.
4. To attend staff meetings and College-based INSET as required.
5. To be aware of and work in accordance with the College's child protection policies and procedures, and to raise any concerns relating to such procedures that may be noted during the course of duty.
6. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Colleges Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
7. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
8. To contribute to the overall ethos and aims of the College.
9. The post holder is responsible for their own self-development on a continuous basis.
10. To carry out administrative tasks associated with all of the above duties.
11. To undertake other duties appropriate to the grading of the post as required and as necessary in order to support students within a mainstream educational setting
12. To maintain a positive attitude and to work flexibly to support the efficacy of the whole Student Support Team and to impact positively on the educational and emotional outcomes for students.

Signed

Date

PERSON SPECIFICATION

Job title: Pastoral Support Assistant

Departments: Pastoral team and Year teams

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	At least 3 years' experience of working with children within a learning environment.	Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist student groups.	Application form. Interview.
Education & Training	Attainment of GCSE's grade C/ NVQ level 2 or above in English & Maths (or able to demonstrate equivalent levels of numeracy & literacy).	Working towards attainment of a recognised teaching qualification. Meet the HLTA standards through completion of the recognised HLTA training and assessment routes.	Application form.
Special Knowledge & Skills	Good listening & communication skills. ICT skills - able to support learning through ICT.		Application form. Interview.
Any Additional Factors	Self-motivated, able to lead and motivate a team. An interest in children, ability to relate well to children and adults. Ability to work to deadlines and methodical approach to work. Highly organised and able to work under pressure in a fast paced environment. Be able to uphold our warm strict approach to pastoral care.		Interview.