

## **Pastoral Support Assistant & Study Room Supervisor Job Description**

**Reporting to:** Assistant Headteacher  
**Salary Scale:** NJC Grade C1 Point 6 - 19

### **Main Purpose:**

The Pastoral Support Assistant shall be responsible for:

- Assisting the line manager with all aspects of the development and effective operation of the pastoral administrative function within the school, including that of its extended facilities.
- Assisting form tutors with the pastoral administration.
- Maintaining the school database system/s containing information relating to pastoral support of students.
- Supervising students working in the student support room, ensuring work is provided and completed.
- The day-to-day administration of the student support room.

### **Duties and responsibilities:**

#### **Operational:**

- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals organising and holding meetings with a range of stakeholders.
- Provide the first point of contact for parents in relation to pastoral issues.
- Assist the line manager to ensure the effective operation of the school student pastoral support. Support 7 Heads of Year and approx. 1400 students with a range of issues including mental health support, small group and one-to-one mentoring for students.
- Provide efficient administrative support to her/his line manager and the school's senior leadership team and Inclusion Manager in pastoral matters and other events (SLT).
- Support the development, implementation and review of administrative procedures and systems, putting in place necessary controls and ensuring they comply with policies and procedures.
- Assist in the entry and extraction of data, the collation and preparation of statistics, management information and reports as required by the line manager, governors, auditors, the local authority (LA) and the DFE.
- Assist in transferring data safely when database system(s) are introduced and/or changed.
- Assist in the setting up and maintenance of archive files and historical data.
- Report technical faults relating to the school database system(s) and equipment to the ICT technician(s) in accordance with school reporting procedures.

- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) e.g. PPG are completed accurately and within required deadlines.
- Ensure compliance within the school of data protection regulations.
- Liaise and represent the school with outside agencies as required and attend meetings if necessary.
- Collate incident statements from students.
- Remove students from lessons if required, arrange adequate supervision and work one-to-one with the student on behaviour management going forward.
- Provide support for mid-term new students.
- Deal with correspondence promptly and as required.
- Administer first aid as required and provide support for mental well-being of students.

**Duties and responsibilities:**

**General:**

- Attend school events as required.
- Participate in school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- Attend training sessions and meetings as required.
- Keep up-to-date with developments and changes to school policies and procedures and communicate these to colleagues as appropriate.
- Support her/his line manager in providing information to the headteacher, governing board and its committees as appropriate and when required.
- Undertake first aid training - including mental health first aid - and responsibilities as required. Train as a DDSL and maintain knowledge of safeguarding issues for local area.

**Other areas of responsibility**

**Safeguarding:**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.

**Employee Name:** .....

**Signature:**..... **Date:**.....

..... **Date:**.....

**Signed On behalf of Rainham Mark Education Trust**

## Person specification

CRITERIA	QUALITIES	
	Essential	Desirable
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• Educated to at least GCSE grade C standard or equivalent in English and mathematics.</li> <li>• Experience of working in a school or pastoral support role.</li> <li>• Previous administration experience.</li> <li>• Experience of managing data and maintaining accurate records and filing systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Further education qualification(s) in relevant field.</li> <li>• Experience of working in a school or similar establishment.</li> <li>• Experience of organising meetings and accurate minute taking.</li> <li>• First aid qualification or willingness to gain one.</li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students and colleagues.</li> <li>• Manage pupils' behaviour across the school age range in the Trust schools.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities.</li> <li>• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to absorb and understand a wide range of information.</li> <li>• Ability to manage and deal with confidential data/issues appropriately.</li> <li>• Ability to proficiently use office computer software</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as data protection, Freedom of Information Act, GDPR.</li> <li>• Working knowledge of SIMS software package.</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Ability to show initiative and prioritise one's own work and that of others even when under pressure.</li> <li>• Understand the needs of pupils and work with them to improve their outcomes.</li> <li>• Able to follow direction and work in collaboration with line manager and leadership team.</li> <li>• Able to work flexibly to support others and respond to unplanned situations.</li> <li>• Be flexible in working across 3 sites.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Able to attend evening meetings as required.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the Trust's ethos, aims and its whole community.</li> </ul>	