

Job Description

Pastoral Teaching Assistant



Job Category: Educational Support Staff

Reports to: Senior Leadership Team

Line manages: N/A

Purpose of the Role

To provide individual or group support to pupils across a range of child centred activities to promote child personal development and learning.

Key Duties and Responsibilities

- Act in accordance with School policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- To build and sustain meaningful relationships with pupils and find appropriate ways to gain and respond to their voice.
- To lead pastoral interventions within school to support pupil's individual needs.
- To ensure that interventions are recorded and monitored in order to reflect the impact.
- Assist with the planning and preparation of nurture and pastoral activities.
- Participate in the preparation of activities.
- To update and manage data ensuring pupils records are updated using school recording systems.
- Work alongside teachers, parents and children to support individual children's learning to prevent barriers to learning - working together to set clear and measurable targets to enable engagement and progress.
- Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
- Participate in the evaluation and review of the agreed support in conjunction with other School staff.
- Support staff and leaders across school to de-escalate and regulate pupils so they are prepared and ready for learning.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed:

Date:

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.