



JOB TITLE: Student and Pastoral Support Assistant

RESPONSIBLE TO: Senior Pastoral Support Worker

RESPONSIBLE FOR: **To assist in the effective running of the school by dealing with day to day queries from students and administering first aid assistance as required. Under the direction of the Senior Pastoral Support worker to support the pastoral systems in the school, including attendance and behaviour.**

GRADE: Scale E Points 7-11

HOURS: 37 hours per week Monday to Thursday 08.00 to 16.00 and Friday 08.00 to 15.30 30 minute unpaid lunch break.
Term time plus 2 weeks

1. PURPOSE AND SCOPE

- 1.1 To assist the students of Notre Dame High School with any queries that they may have.
- 1.2 To support the pastoral systems in the school including attendance and behaviour.
- 1.3 To provide first aid expertise in the event of accidents or illness in school.
- 1.4 To be part of the first aid team rota.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the Senior Pastoral Support Worker, who in turn is responsible to the Deputy Headteacher (Student Welfare).
- 2.2 The Student and Pastoral support assistant will be required to liaise with different departments throughout the school year.
- 2.3 To work closely with the HOY 7 to 11 under the general direction of the Senior Pastoral Support Worker.
- 2.4 To provide support for Parents Evenings and Transition events as directed by the Senior Pastoral Support Worker.
- 2.5 To provide vaccination admin and organisation as directed by the Senior Pastoral Support Worker.

3. MAIN DUTIES AND RESPONSIBILITIES

- 3.1 To deal with all enquiries (personal and telephone) to the student reception from students, teachers and parents.
- 3.2 To provide support to the HoY and the Pastoral support workers in following up day to day attendance issues and behavioural incidents.
- 3.3 Providing Admin support to the HOY 7 to 11 and the Senior Pastoral Support worker.
- 3.4 To maintain student pastoral files.



- 3.5 To deal with all lost property; taking it to charity shops or for recycling in accordance with the school procedures.
- 3.6 To administer the school locker issue system including reporting broken lockers to the site team.
- 3.7 To provide admin support for admission of new students and transition.
- 3.8 To provide additional cover and support to the pastoral office as required.
- 3.9 To assist with the Wisepay administration as requested by Finance Officer.
- 3.10 To organise and coordinate school vaccinations – liaising with external agencies as required.

Attendance

- 3.11 To enter any completed paper registers for attendance onto Bromcom, as requested.
- 3.12 Under the direction of the Pastoral team, to make home telephone calls for student absence, as requested.

Health and Safety

- 3.13 To provide First Aid expertise in the event of accidents and illness in school.
- 3.14 To judge if it is appropriate to send a student home and contact parent/carer.
- 3.15 To fully record student visits to the medical room and any treatment given in the student planner and in the school central records.
- 3.16 To administer student medication as required and keep records.
To maintain medical records under direction of the Senior Pastoral Support Worker.
- 3.17 To check dates on student medication in school on a regular basis (including Epipens) and liaise with parents/carers/school health advisor for replacement medication as required, and to ensure disposal of out of date medication.
- 3.18 To maintain medical supplies throughout the school, providing first aid equipment for all out of school activities (for example, sports day)

4. General duties

- 4.1 Be aware of and comply with statutory policies and procedures relating to Pastoral care in the school.
- 4.2 To ensure that the student reception area information is kept up to date and the area is tidy and presentable.
- 4.3 Update Bromcom with student related information as required.
- 4.5 Carry out their duties with the due regard to the school's policies on equal opportunities, health and safety and quality assurance.
- 4.6 Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- 4.7 Participate in training and other learning activities as required and to participate in appraisal and professional development.
- 4.8 Undertakes other similar duties and activities that fall within the grade and role any other duties as may be reasonably required by the Head teacher.



This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

PERSON SPECIFICATION



Experience	Experience of working in a Pastoral support function or other support function in a school/organisation.	Highly Desirable	<i>Application form /Interview</i>
Qualifications and Training	Good literacy and Numeracy skills to NVQ2 Good general level of education and to NVQ3 level ICT skills including excel and word to NVQ2 level First Aid qualification (training will be provided)	Essential Highly Desirable Desirable Desirable	<i>Application form</i> <i>Application form</i> <i>Application form</i> <i>Application form</i>
Knowledge and Skills	Understanding of relevant behaviour policies and procedures Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment; An understanding of education policy and procedures Confident knowledge and skills of ICT; Ability to undertake varied duties; Good communication skills with people at all levels; Ability to gain respect of pupils through manner of confidence and authority; Able to organise own workload in the context of varied tasks; Effective time management and organisation skills Experience of Bromcom software	Desirable Desirable Essential Essential Essential Essential Desirable Essential Desirable	<i>Interview & Application form (for all)</i>
Personal Qualities	Able to work calmly under pressure; Ability to critically evaluate own performance and make any necessary changes to be more effective Commitment to the Catholic Ethos of the school Honest, reliable, trustworthy Ability to work in a team Attention to detail The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.	Essential Desirable Essential Essential Essential Essential Essential	<i>Interview</i> <i>Interview</i> <i>Application form/interview</i> <i>Interview</i> <i>Application form/interview</i> <i>Interview</i>