

Post Title:	Pastoral Support Assistant
Reports to:	Academy Designated Safeguarding Lead
Location:	Academy based
Salary:	OAT Grade 5(15-19)
Status:	Term Time (39 weeks) permanent

Core Purpose

The primary purpose of this role is to provide high-quality pastoral support to students, acting as a key point of contact for parents and carers and fostering positive relationships that promote wellbeing, inclusion, and engagement. Working closely with the Designated Safeguarding Lead (DSL) team, the role involves identifying, recording, and responding to safeguarding and welfare concerns, as well as liaising with external agencies.

In addition, the role includes a strong focus on student support, behaviour, and safety across the school site. The postholder will provide 'on call' support to staff during lessons, responding to behavioural and pastoral incidents, and will be a visible presence throughout the school to promote a safe, calm, and orderly environment. Responsibilities include supervising students during break and lunchtime, supporting punctuality by encouraging students to attend lessons on time, and contributing to the overall safety and discipline of the school. The role also involves carrying out student searches in line with school policy, maintaining accurate records, compiling reports on incidents or individual students, and supporting the work of the Inclusion Room.

Key Responsibilities

Pastoral Support Assistant

- To act as a key point of contact for parents and carers in relation to pastoral matters, fostering positive relationships that support student wellbeing, inclusion, and engagement.
- To coordinate and administer pastoral interventions, maintaining accurate records, monitoring student progress, and reporting outcomes to the Head of Learning and senior leadership.
- To support student attendance by undertaking first-day absence calls and conducting home visits where appropriate, ensuring timely follow-up and accurate reporting.
- To work collaboratively with the Designated Safeguarding Lead (DSL) team to report, record, and follow up on safeguarding and welfare concerns, liaising with external agencies as required.
- To provide targeted one-to-one and small group pastoral support to students, addressing a range of social, emotional, and behavioural needs.
- To attend and contribute to multi-agency meetings (e.g. Child in Need, Looked After Children, and other external agency meetings), ensuring accurate recording and communication of agreed actions.
- To manage referrals to external services (e.g. School Nursing Team, CAMHS, social care), maintaining clear records of actions and outcomes.
- To collate and produce reports on pastoral interventions, attendance, and student welfare, ensuring confidentiality and compliance with school policies.
- To support the implementation of safeguarding and pastoral policies, including assisting with communication and updates to staff and families.
- To carry out administrative duties related to pastoral care, including coordination of EHCP processes and maintaining accurate and confidential student records.
- To undertake first aid duties as required and attend appropriate training.

- To carry out additional duties, training, or responsibilities as reasonably requested, in line with the level of the role.

Student Support, Behaviour and Safety

- To provide 'on call' support to staff during lessons, responding promptly to behaviour or pastoral incidents.
- To carry out student searches in line with school policy and maintain accurate and confidential records of such searches.
- To be visible across the school site, supporting behaviour management and maintaining a safe, orderly environment.
- To supervise students during break and lunchtime, promoting positive behaviour and engagement.
- To provide front-line support and guidance on site security and the safety of students and staff.
- To communicate, where appropriate, with families and carers of students requiring additional support, ensuring they are informed and engaged.
- To compile and prepare written reports on individual students or incidents as required.
- To actively promote and uphold the school's Equal Opportunities and Racial Equality policies in all aspects of the role.
- To accompany school trips as required, including driving the school minibus where appropriately licensed and authorised.
- To manage and de-escalate challenging or confrontational situations in a calm and professional manner.

Collaboration and Wider Contribution

- To work effectively both independently and as part of a wider pastoral and safeguarding team.
- To build and maintain positive working relationships with staff, students, families, and external agencies.
- To demonstrate resilience, professionalism, and a commitment to improving student outcomes and experiences.
- To contribute to a positive, inclusive school culture that supports high expectations for behaviour, wellbeing, and achievement.

General Duties

- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Comply with all Trust policies, procedures, and statutory requirements
- Maintain confidentiality and adhere to GDPR principles
- Promote safeguarding and the welfare of children at all times
- Contribute to a positive organisational culture, modelling professional conduct and equality principles
- Always promote the welfare of children and young people, adhering to the academy's safeguarding policies and procedures
- Report concerns regarding the safety or wellbeing of students promptly
- Contribute to a positive academy ethos, promoting safeguarding, equality, and professional conduct

Any other duties commensurate with the grade and nature of the job description.

