

	<b>Job Description</b>	
	<b>Role: House Pastoral Assistant</b>	
	<b>Grade: H4</b>	<b>Reports to: Pastoral Support Manager/ Head of House</b>
	<b>Role specifics:</b> 37 hours per week, Term Time plus 1 week only	

## Purpose of the Role

The post holder will provide a complimentary service to existing pastoral and teaching staff, addressing the SEMH needs of children who need help to overcome barriers to learning and emotional wellbeing, both inside and outside the school, in order to achieve their full potential.

House Pastoral Assistants work as part of the House System, alongside the Head of House and Deputy Head of House to ensure progress and achievement for pupils, as well as working in the main Student Services area to deliver support to students.

## Main Areas of Responsibility

### Support and Standards:

- Work under your own initiative, but within the framework of safeguarding requirements, to resolve pupil issues and concerns.
- Under the guidance of the Pastoral Support Manager, provide support and advice to pupils in line with promoting their social, emotional and mental health and personal development with respect to learning.
- Respond to and take steps to resolve relationship issues between pupils.
- Support Head of House in supporting pupils causing concern as a result of issues identified through progress and effort data.
- Be aware of, and comply, with policies and procedures relating to Child Protection and all aspects of safeguarding children.
- Liaise with Designated Senior Person (DSP) for Child Protection in relation to safeguarding matters.

### Communication:

- Ensure contact is made with parents/carers whenever incidents are dealt with by self or when delegated to contact by others.
- Update CPOMS with any safeguarding concerns (including any type of bullying) and notes from 1:1 support.

- Work with the SENCO where appropriate to ensure there are no underlying SEN causes at the root of a student's challenging behaviour/presentation.

**General Duties and Responsibilities:**

- Supervise students using the Time Out facility during lesson times, on a rotational basis.
- Provide cover in the absence of the Medical First Responder, as appropriate.
- Respect the confidential nature of information relating to the school and its pupils.

**Other Duties and Accountabilities:**

- Work co-operatively and support the school's Professional Review System and commit to your own continued professional development.
- Promote the school's Christian ethos to 'Aim Higher' and support our commitment to providing a caring and stimulating environment, and improving standards for all students within the school.

*A specific tasks document relevant to the individual role and according to individual departmental requirements is provided separately. These tasks will be subject to review within organisational needs.*

**Equalities**

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

**Health & Safety**

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

**Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the School's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

**Additional Information**

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

All new recruits to the school within this Grade are subject to a 6-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Knowledge, experience and personal attributes**

Essential	Desirable
<ul style="list-style-type: none"> <li>• High quality, accurate communication with pupils and cohorts.</li> <li>• Knowledge and experience of how to support students with SEMH needs.</li> <li>• Ability to empathise with young people.</li> <li>• Flexibility in being able to deal with the unplanned.</li> <li>• Strong team player.</li> <li>• Due to the nature of the post, maintaining confidentiality and integrity amongst your peers, and the ability to deal with sensitive information diplomatically and within relevant guidelines is a prerequisite.</li> <li>• Demonstrable administrative skills and accuracy in recording information.</li> <li>• Willingness to undertake First Aid at Work training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Experience of working within schools or an educational setting.</li> <li>• Knowledge and understanding of safeguarding procedures.</li> </ul>

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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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