

School:	Thorpe St Andrew School and Sixth Form
Job Title:	BEST Assistant
Recommended Grade:	Scale E
Requirement:	NVQ Level 3
Hours of Work:	8 am to 4 pm Monday to Friday (Term Time Only)
Responsible To:	BEST Lead - Day-to-day BEST Manager

PURPOSE AND VISION

- To work within the Pastoral Curriculum Support Team in establishing high standards of achievement, behaviour and attendance and to create a positive year identity.
- To work within the Pastoral Curriculum Support Team to address the needs of students who need to overcome barriers to learning, both inside and outside the school, in order to achieve their full potential.
- To support any behaviour, attitude or attendance interventions planned with groups or individuals and communicate this with all stakeholders.
- To support the welfare of individual students and groups of students.
- To promote the Pastoral Curriculum of the school.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- To address concerns relating to behaviour, attitude and attendance of individual students and groups of students within an allocated year group.
- To assist in the routine monitoring of student behaviour, attendance and punctuality and assist in taking the appropriate steps to ensure that behaviour, attendance and punctuality of students in the year group are at the highest levels.
- To contribute to the school behaviour processes through:
 - arranging or attending any necessary meetings
 - compiling data or reports as directed
 - running individual or group sessions to address behaviour issues
- To contribute to the school attendance processes through:
 - arranging or attending any necessary meetings
 - compiling data or reports as directed
 - running individual or group sessions to address attendance issues
- To contribute to the school wellbeing support through:
 - arranging or attending any necessary meetings
 - compiling data or reports as directed
 - running individual or group sessions to address wellbeing issues
- To take up duties related to on call and staffing of the Hub.
- To participate in the school detention system.

- To enact strategies with teachers, members of the Pastoral Curriculum Support Team and adults at home to increase engagement with learning (i.e. improving attendance, attitude and behaviour).
- To assist in the development of student leadership opportunities.
- To contribute to the organisation of any parent information evenings by encouraging attendance to such events.
- To contribute to the development of the Pastoral Curriculum.
- To act as a role model through delivering high quality pastoral care, engaging positively with continuous professional development and ensuring a professional presence.
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- To undertake home visits as needed to meet the needs of the students and families.
- To be a part of the delivery team for school therapy service as appropriate.

SPECIFIC DUTIES AND RESPONSIBILITIES

- To assist with specific events related to the Year Group as required.

GENERAL DUTIES AND RESPONSIBILITIES

- To manage a caseload of students to help improve behaviour, attitude, attendance or wellbeing, liaising with adults at home as necessary.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To enforce expectations with regard to uniform, attendance, punctuality, behaviour and attitude.
- To assist in the running of year assemblies.
- To be proactive in supporting the school behaviour system by being a strong presence in corridors at lesson changeovers, break times, end of lunchtimes, end of the school day and take on additional duties as required in their area.
- To liaise with tutors on issues of a pastoral nature.
- To support individual students to access lessons and learning, helping them to meet expectations of teachers.
- To actively use the school systems to ensure incidents and actions are meticulously logged.
- To assist with administrative tasks e.g. maintaining accurate records and photocopying.
- To attend meetings and reviews as necessary, making contact with parents as required.
- To build relationships with parents and resolve issues, liaising with external agencies as directed.
- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing difficulties.
- Respect confidential issues linked to home/students/teachers school work and to keep confidence as appropriate.
- To act as First Aider for Year school and other years in emergencies.
- Keep up to date with the Trust's procedures for safeguarding and child protection, reporting and concerns to a Designated Safeguarding Lead.
- Undertake any other duties which are within the scope of the post, as determined by the Principal, to meet the needs of the school.

APPRAISAL

- All employees will participate in the Trust's arrangements for appraisal, professional development and any other arrangements for quality assurance and internal verification.

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected:

- to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- to have a flexible approach to work and be willing to work outside of the normal working day, as required, to meet the needs of the role and school.
- to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The Trust is committed to promoting a diverse and inclusive community and a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and services to support staff from different backgrounds.

October 2024