

KS3 Pastoral Assistant Job Description

Name:	
Job Title:	KS3 Pastoral Support Assistant
Salary point range:	SCP 7-11
Responsible to:	KS3 Co-Ordinator
Responsible for:	To provide non-teaching pastoral support for Key Stage 3, working closely with the KS3 Coordinator to secure high standards of behaviour, attendance, punctuality, wellbeing and safeguarding for students in Years 7–9.
Effective Date:	1/9/2026

Role and Context

Responsibilities	<p>Line Management</p> <ul style="list-style-type: none"> • Works with: KS4 Pastoral Support Assistant, tutors, Attendance Officer, SENDCo, DSL and wider support staff. <p>Essential experience and qualifications</p> <ul style="list-style-type: none"> · Experience of working with children or young people in an educational, youth work or similar setting. · Understanding of behaviour, attendance and safeguarding procedures in a secondary school. · Experience of working with families and external agencies to support pupils. · Strong interpersonal skills, including the ability to build trust and maintain clear professional boundaries. <p>Behaviour, culture and daily support</p> <ul style="list-style-type: none"> · Provide on-the-ground support for behaviour across KS3, including being a visible presence around the site at key times (arrivals, breaks, transitions and departures). · Support the implementation of the school behaviour policy, responding to incidents, logging behaviour, and helping to run restorative or reflective conversations with students. · Assist with the supervision and support of students in internal exclusions or reintegration meetings. · Work proactively with identified students at risk of behaviour escalation, delivering agreed programmes or check-ins to support positive conduct. <p>Attendance & Punctuality</p> <ul style="list-style-type: none"> · Work with the KS3 Coordinator and Attendance Officer to follow up absence and lateness for KS3 students, including routine contact with parents/carers. · Maintain accurate records of attendance interventions and contribute to plans and reviews for persistently absent students. · Support whole school initiatives to improve attendance and punctuality, such as rewards, competitions and awareness campaigns. <p>Pastoral, safeguarding and wellbeing</p> <ul style="list-style-type: none"> · Act as a first point of contact during the school day for KS3 students with pastoral concerns, providing calm, practical support and referring on where necessary. · Work closely with the Designated Safeguarding Lead and KS3 Coordinator to share concerns, attend safeguarding/pastoral meetings and help implement agreed support plans. · Help to ensure that vulnerable students are monitored closely, including maintaining up-to-date pastoral notes and contributing to multiagency meetings where required. <p>Tutor, year group and administrative support</p> <ul style="list-style-type: none"> · Support KS3 tutors by helping to prepare materials for tutor time, monitoring completion of key checks (uniform, equipment, planners) and following up concerns.
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	<ul style="list-style-type: none"> · Assist with the organisation and delivery of KS3 assemblies, parents' evenings, information evenings and other year group events. · Maintain pastoral records, data and logs for KS3 (behaviour, attendance, interventions), ensuring information is accurate, confidential and up-to-date. · Contribute to communications with parents and carers by drafting letters, emails or phone call records related to KS3 pastoral matters. <p>Wider contribution</p> <ul style="list-style-type: none"> · Support transition activities for new Year 7 students, including induction days, visits and early support for vulnerable pupils moving from primary school. · Assist with KS3 enrichment, clubs or activities where these have a pastoral focus (for example social skills groups, homework support, lunchtime clubs). · Work flexibly as part of the wider pastoral team to ensure consistent coverage and support across the school when needed. <p>Person Specification Summary</p> <ul style="list-style-type: none"> · Empathy, resilience and the ability to engage calmly and positively with young people, including those who are dysregulated or distressed. · Strong organisational skills, attention to detail and the ability to manage multiple tasks and priorities. · Clear, confident communication with students, staff, parents and external agencies, both in person and in writing. · Commitment to safeguarding, inclusion, equality of opportunity and the ethos and values of Diss High School and the Trust.
General Duties	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date: