



We are His body, living and learning as one.

Job Description

Pastoral Assistant

The post holder will report to the Pastoral Leader. Apart from other colleagues in the school, the main contacts of the job are the Headteacher and Senior Leadership Team, teaching staff, other support staff, parents and students.

Main purpose of the post

To work collaboratively with all staff and parents in order to support student well-being and to promote educational outcomes

To contribute to the effective development of the school student support policy by providing support through efficiently managed systems

To assist the school in supporting the raising of standards in the school by managing and delivering pastoral support to students and providing support to individual students and their families

Main duties and responsibilities

To be the first point of contact for students attending the pastoral office, responding promptly and effectively to student needs.

To liaise with parents/carers as appropriate establishing and maintaining good relationships in order to ensure that families of students in need of additional support are kept fully informed of their child's needs and progress, fostering positive family support and involvement.

To assist the appropriate staff in the overseeing of the management of suitable support packages for students in their reintegration to school following a period of exclusion or absence.

To manage, input data and provide weekly updates to relevant staff on the whole school behaviour, attendance and punctuality monitoring system.

To ensure that student files are kept up to date with all documentation and correspondence filed within seven days.

To support the progress leaders and all relevant staff in their dealings with students.

To support pastoral colleagues training in the use of all appropriate systems.

To assist the appropriate staff member in the development, implementation and monitoring of policies, procedures and systems as required.

General

Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff

Maintain good relationships with colleagues and work together as a team to support one another

Through personal example, open commitment and clear action to support and ensure diversity is positively valued and that all students have equal access to opportunities to learn and develop

Contribute to the overall ethos, work and aims of the school and Trust

Participate in training, including relevant learning strategies and other learning activities and performance management where required

To assist with pupil welfare duties including the supervision of students at lunchtimes under the agreed system for the school to ensure the safety and welfare of pupils

To assist with school administrative duties including exam invigilation as part of the agreed system for the school

To attend training and administer basic first aid as and when required

To maintain confidentiality relating to the staff and students of the school at all times.

To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances

To undertake all duties with full regard to the Health and Safety at Work Act

To participate in training and other learning activities and performance development as required

To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the

Trust as may be reasonably expected, which are commensurate with the grade of this post

All duties and responsibilities must be carried out with due regard to the Wythenshawe Catholic Academy Trust's existing policies, including child protection, health and safety, equality and data protection

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



Person Specification – Pastoral Assistant

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
Qualifications		
Excellent personal and office organisation skills.	E	A/I/R
Basic First Aid for which training will be provided.	D	A/I/R
Experience		
Experience of working in a team.	E	A/I/R
Experience of working with students.	D	A/I/R
Knowledge/Skills/Abilities		
Knowledge and understanding of electronic and manual filing systems	E	A/I/R
Ability to keep accurate records including electronic files	E	A/I/R
Ability to use information management systems	E	A/I/R
Ability to relate well to children and adults	E	A/I/R
Ability to work as part of a team	E	A/I/R
Ability to work without supervision and prioritise own workload	E	A/I/R
Ability to coordinate workload effectively	E	A/I/R
Personal styles/Behaviour		
To act with the utmost integrity at all times	E	A/I/R
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work.	E	A/I/R
Effective and persuasive communicator both verbally and in writing.	E	A/I/R
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E	A/I/R
The flexibility to adapt to changing workload demands and new school challenges.	E	A/I/R
Personal commitment to continuous self-development.	E	A/I/R
Personal commitment to continuous school improvement.	E	A/I/R
Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the students.	E	A/I/R
Personal commitment to the school's professional standards.	E	A/I/R
Willingness to undertake first aid training and administer first aid as required.	E	A/I/R
Demonstrate awareness and commitment to upholding all Trust policies.	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times.	E	A/I/R
Willingness to consent to and apply for an enhanced disclosure and barring list check.	E	A/I/R
To uphold all aspects of safeguarding.	E	A/I/R
To be committed to Catholic ethos of the School	E	A/I/R

***Application/Interview/References/Selection Process:** The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**