

JOB DESCRIPTION

[South Chingford Foundation School](#) [Chingford Academies Trust](#)

Title of Post: Pastoral Assistant
Grade/Pay Range: Scale 4 (spinal points 7-11), Actual salary £22,716 - £24,053
Hours: 31.25 hours p/w, (term time only + 5 Inset days). 08.30-15.30 including a 45 minute lunch break
Department: Pastoral
Responsible to: Senior Leadership Team
Responsible for: None
Key Contacts: Internal – Staff/Pupils; External – Parents/ Governors/ External Agencies and Suppliers/ Local Authority and Schools

The Pastoral Assistant plays a central role in promoting a culture where students excel in school, feel valued and actively supported across the school. Working closely with the Heads of Year, SLT and the other Pastoral Assistant, the postholder is part of a proactive, student-focused team committed to removing barriers to learning and ensuring that every pupil is able to access their education fully.

The work of the post holder is overseen by an SLT Lead, whose guidance ensures clear direction, strong professional collaboration, and consistency of practice. Leaders at all levels, together with teaching and support staff, work collectively to secure the best outcomes for our students.

FACILITIES AND RESOURCES

The school provides outstanding facilities for teaching and support staff, including designated classrooms and an area for administration work to be completed.

LINE OF RESPONSIBILITY

The postholder is directly responsible to the Assistant Vice Principal

JOB PURPOSE

- To support students as part of the Pastoral team to address barriers to learning on behalf of the Head of School and Senior Leadership Team. The postholder will also organise and undertake other related duties to support learning, personal and social development
- To undertake the necessary preparation and service delivery, procedures, following systems and policy to promote engagement and learning

- Ensure that communications and reports are made in a timely manner that meet the needs and expectations of all stakeholders including compliance with relevant policies and processes as needed.

MAIN DUTIES / RESPONSIBILITIES

Student Support

- To work within the pastoral team developing and coordinating responses to pastoral and educational concerns related to individual students and provide additional support to overcome barriers to learning under the guidance of teachers/senior staff
- To provide pastoral care and support to student's learning and development to ensure identification, decision making and evaluation of pastoral support
- To provide input to the identification of needs, assessing those students who need extra support and the development of individual action plans for targeted students
- To provide extra support to students through knowledge of a range of activities and opportunities available to them
- To support the organisation and implementation of additional activities for identified students to support a successful transition within and across educational establishments.
- To undertake home visits as required to keep parents informed and secure positive family support
- To organise and implement individual development plans for students as required, including attending reviews
- To support independent learning and inclusion of all students, including supporting other members of staff in our Reflection Room
- To monitor student's conduct and behaviour throughout the mainstream learning process and intervene to resolve complex, difficult or challenging issues using appropriate techniques, skills, strategies and routine sanctions to de-escalate situations or resolve conflict with individual and groups of students
- To establish, maintain or restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of students, staff and visitors
- To advise and assist all students in the proper use of complex personal and learning aides
- To carry out routine administrative tasks i.e. photocopying, record keeping, recording data
- To organise and participate in the supervision of individual and groups of students in dining, playground and circulation areas throughout the day. To ensure that students are engaged in appropriate activity and intervene to maintain behaviour standards and ensure wellbeing, safety and welfare

- To be part of a wider safeguarding team to monitor CPOMS and take necessary action with direction
- To produce reports where necessary
- To assist in First Aid and be a named First Aider
- To select and adapt appropriate resources/methods to facilitate agreed learning activities
- To guide and support students in their personal, emotional and social development as required
- To adhere to safeguarding and health and safety requirements
- To demonstrate own duties to new or less experienced staff
- To attend meetings to support and inform communication, provide information, support continuous professional development, ensure consistency and contribute to developing a team ethos.

Building Professional Relationships

- To assist in maintaining contact with students' families/carers to inform them of progress and issues
- To liaise with school staff and other agencies to identify students at risk of disaffection
- To liaise with teaching staff to provide particular support to targeted students to raise achievement and attendance and to help them overcome barriers to learning
- To develop relationships with students to provide advice and guidance on learning and development
- To establish and maintain professional relationships with families, carers and other agencies e.g. social care etc.
- To work with the safeguarding team to ensure all concerns are followed up effectively.

Record Keeping and Information Management

- To collate information and maintain records for students including attendance, behaviour and safeguarding
- To assess, record and report on student development, progress and attainment as agreed with the teacher.

Problem Solving and Decision-Making

- To interpret information and situations and will solve varied problems and develop solutions
- To access line manager for unusual or difficult problems.

Knowledge, Skills and Experience

- To attain knowledge of procedures for a range of tasks supporting individual students needing additional assistance to overcome barriers to learning
- To undertake training relevant to the role including Level 3 Safeguarding
- To have good IT and keyboard skills
- To comply with all School/Trust policies and procedures including those relevant to health and safety and child protection

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in Line Management in line with school policy
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school

OTHER REQUIREMENTS

- To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary

circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be Initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

**PERSON SPECIFICATION
PASTORAL ASSISTANT**



JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
GCSE grade C or equivalent in English and Maths	X	
Evidence of recent professional development		X
EXPERIENCE		
Experience of working in an educational environment		X
Relevant and appropriate experience of working in class or with small groups of students of secondary age		X
Experience of working in a fast-paced professional environment		X
Experience of using IT packages/software including Microsoft Teams/One Drive		X
Experience managing competing demands and working to tight deadlines	X	
Experience communicating with parents/carers, including those who may be distressed or challenging		X
Relevant and appropriate experience of supervising and/or directing pupil activity		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Excellent organisational and administrative skills	X	
Ability to follow instructions and carry out set duties	X	
Ability to communicate effectively at all levels (students, staff, parents, external partners)	X	
Competent user of IT and efficient administrator	X	
Good interpersonal skills with the ability to remain calm, professional and empathetic	X	
Ability to work in a logical way, prioritising and coordinating tasks	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
Excellent attention to detail and ability to see 'the bigger picture'	X	
Knowledge and understanding special educational needs and behaviour and how they impact on learning	X	
An understanding of how the curriculum can be adapted and developed to meet individual student needs	X	
Working knowledge of planning and delivery of relevant learning activities		X
Ability to maintain confidentiality and appropriate professional	X	

boundaries		
Understanding of classroom roles and responsibilities and how this position fits/works within these	X	
Ability to deal in a calm and confident manner with any challenging behaviour that may impact on learning	X	
PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values	X	
Flexible, proactive and resourceful.	X	
Ability to work as part of a team but confidence and judgment as to when own initiative is required	X	
Commitment to school ethos and direction	X	
High standard of punctuality	X	
Ability to motivate others and to be self-motivated	X	
Calm and organised approach to work including times when under pressure	X	
Commitment to equality, diversity and inclusion	X	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.