

**Park High School  
Job Description**

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>Post Details:</b>	<b>Pastoral Support Assistant</b>
<b>Scale:</b>	<b>H05</b>
<b>Hours:</b>	<b>36 hours per week, Term Time only</b>

### **Job Purpose**

- To offer a high level of support, care and concern for individual students, enhancing their sense of well-being, security, self-esteem, confidence and safety;
- To be a strong, positive role model, create a positive learning environment and help maintain a positive ethos;
- To be able to identify barriers to learning and work with the Heads of Year, teaching staff and outside agencies to provide appropriate support for individual students or groups of students
- To support Heads of Year to carry out a range of administration tasks related to and in support of the above.

### **Key Tasks**

1. Investigate, record and address absence and lateness issues with allocated students; work with HOY alongside home and external agencies.
2. Support the consistent application of school policies with regard to behaviour and incidents of misbehaviour. This might include investigation, liaising with students and staff, informing parents/carers, keeping Heads of Year informed of any actions and arranging for work to be provided in instances of exclusions or long and short term absences
3. Be responsible for managing reports for students placed on report by Heads of Year and advise Heads of Year of outcomes and progress.
4. Prepare for and support the administration and monitoring of pastoral support programmes. reintegrations and other similar meetings as appropriate.
5. Assist with the annual reporting process for appropriate year groups, taking a proactive approach to producing accurate reports and profiles.
6. Maintain student records and provide information on students as requested by the Head of Year, Leadership Team, Governors and other related service organisations.
7. Assist with the coordination of specific year activities. This will include academic tutoring, review days and celebration assemblies and any major year-group specific event such as graduation evening.
8. Assist with the organisation of, and participate in, form tutor and subject consultation evenings for allocated students.
9. Manage and oversee student attendance at internal exclusions, lunchtime (S13) and after school detentions and investigate non- attendance. Escort students to designated detentions as necessary.
10. Monitor students on external exclusion, for example, with regard to work sent home and parental communications.

11. Be available during student lunchtimes to support students or to assist teachers on duty and to monitor specific areas.
12. Track and monitor Pupil Premium interventions and contribute to the updating of the provision map.
13. Any other tasks as required by the Headteacher.

## **Pastoral Support Assistant – Person Specification**

### **The post holder should ideally have experience of:**

- Supporting staff, and individual students who are often challenging, in a high school setting

### **The post holder should ideally have knowledge of:**

- How a school like Park addresses Inclusion with regards to attendance, punctuality, behaviour and engagement
- Successful strategies which can help remove barriers to learning, behaviour and engagement and promote positive behaviour
- How data can be used to monitor student progress and identify areas of underachievement/concern
- How to meet the diverse needs of children
- Equal opportunity/race equality/cultural diversity
- Safeguarding and child protection

### **The post holder must be able to:**

- Prioritise and manage their own time effectively
- Build and develop appropriate relationships with students, parents/carers, staff and other professional partners
- Form and maintain appropriate relationships and personal boundaries with children and young people
- Work under pressure to meet deadlines
- Take responsibility for their own professional development

### **The post holder must be able to demonstrate:**

- Effective communication skills; to the equivalent of level 2 at least.
- Decision making skills
- Interpersonal skills
- Organisational and IT skills, particularly concerning data handling and maintenance of records
- Ability to work as part of a team
- Adaptability
- Reliability and integrity
- Energy, enthusiasm and initiative
- Perseverance
- A commitment to educating students of all abilities