

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*

**JOB DESCRIPTION**

**POST TITLE:** Pastoral Support Assistant

**MEMBER OF STAFF:** Vacancy

**GRADE:** 7

**RESPONSIBLE FOR:** N/A

**RESPONSIBLE TO:** Assistant Headteacher

**OVERALL RESPONSIBILITY:**

To provide practical and administrative assistance for the Heads of Years and Assistant Headteaher in promoting and sustaining student well-being, behaviour and attendance in order to improve learning.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Provide the first point of contact for pastoral support and guidance for students and parents/ carers, referring students to more senior/specialist staff/services where appropriate.
2. Be available for students during their social time as a point of contact. To be a visible, recognisable presence at social times.
3. Monitor attendance and punctuality in accordance with school policies, intervening where necessary, producing regular reports for the pastoral team including termly reports for the Deputy Headteacher, collating and co-ordinating work for absent students i.e. exclusions, out of school tuition students, long term absences.
4. Act as an advocate for vulnerable learners, communicating their needs to classroom staff and monitoring that these needs are being met.
5. Liaise with external agencies to ensure appropriate support is in place for vulnerable students (e.g. Behaviour Support, Ed Psych, CAMHs).
6. Ensure the satisfactory appearance of students.
7. Oversee and attend Parents' Evenings and Information evenings including taking responsibility for the attendance of the Disadvantaged Students at such events.
8. Organise and monitor learning interventions as directed by the Assistant Headteachers.
9. Work effectively with SIMs packages to produce and update reports where appropriate with student interventions.
10. Contribute to the school’s Rewards and Sanctions/Behaviour Management Policies and procedures in consultation with appropriate senior staff.
11. Provide support for transition including options, admissions, induction events and liaising with relevant external parties such as primary schools and colleges.
12. Attend and provide support to relevant meetings.
13. Organise the preparation arrangements for the Examination Preparation Period and assist with the arrangements for internal examinations as appropriate.
14. Work closely with staff, students and parents/carers to monitor and support Disadvantaged Students in order to improve their attainment using relevant data and information to identify areas of need. Investigate appropriate intervention strategies and closely monitor the effectiveness of these interventions.
15. Contribute to the wider Student Support Team, covering colleagues and providing support to colleagues in the team, including the medical/first aid office.
16. Provide administration support as required by the pastoral team.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.

1. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
2. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
3. Support the aims and ethos of the school.

5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.

6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.

7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**PERSON SPECIFICATION**

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|  | **Essential or Desirable** |
| **Experience:** |
| Working with young people  | Essential |
| Working in an educational environment | Essential |
| Leading or managing initiatives based on good relationships with students and staff | Desirable |
| Use of SIMs including attendance software | Desirable |
| Working with the parents/carers of young people | Desirable |
| **Qualifications:** |
| Good standard of education at GCSE or equivalent | Essential |
| First aid qualification (one day paediatric or adult)\* | Essential |
| Evidence of continuing professional development | Desirable |
| 5 GCSEs grade C+ including English and Mathematics | Desirable |
| **Knowledge:** |
| Every Child Matters & Safeguarding Children issues | Essential |
| Knowledge of Word, Excel, Outlook, PowerPoint and data processing | Essential |
| Working knowledge of the Pupil Premium Grant and the School’s Pupil Premium Plan | Essential |
| Understanding of the link between pastoral and academic issues | Essential |
| Mail merge | Desirable |
| **Skills:** |
| High standard of written and spoken English | Essential |
| Ability to recognise the need for and maintain a high degree of confidentiality | Essential |
| Ability to relate to teachers, other professionals, parents/carers and students | Essential |
| Ability to work as part of a team and on own initiative | Essential |
| Ability to work calmly and professionally under pressure  | Essential |
| Attention to detail | Essential |
| Ability to organise and prioritise work effectively and to deadlines | Essential |
| Good communication skills | Essential |
| **Attitudes and Values:** |
| Commitment to school improvement and raising achievement for all students | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with young people | Essential |
| Takes responsibility and understands accountability | Essential |
| Committed to the needs of the students, parents and other stakeholders  | Essential |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations | Essential |
| Emotional resilience in working with challenging behaviours | Essential |
| Adaptable to change | Essential |
| Ability to relate to and promote the school ethos | Essential |
| **Other:** |
| Willing to self-improve / attend training*\*It will be necessary to undertake training to achieve these qualifications once in post if not already held.* | Essential |

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

Evidence will be drawn from some or all of:

* Letter in support of application
* Application form
* Response to questions during interview
* Test or task
* References