



## The Holy Trinity Church of England Secondary School

### **PASTORAL ASSISTANT JOB DESCRIPTION**

Salary:	West Sussex Grade 4 + Crawley Fringe Allowance
Hours:	Full time - Term time only – 37 hours per week + INSET
Position Level	SCHG51a (Administration3a)

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	<b>Director of Inclusion</b>
Responsible for:	<ul style="list-style-type: none"><li>• Pastoral Assistants will support the Pastoral Leadership Team and Director of Inclusion</li><li>• Help to ensure that high standards of behaviour are achieved.</li><li>• Provide support and guidance to promote student welfare.</li><li>• Be role models in terms of conduct, dress and professionalism and in the way colleagues and students are treated.</li><li>• Support the school's ethos which is underpinned by our four key elements of Dignity, Hope, Community, Wisdom.</li><li>• Extend the leadership of the Headteacher</li></ul> <p><b><i>NB: these are new roles and as such subject to review</i></b></p>
General:	<ul style="list-style-type: none"><li>• To share in the corporate responsibility for the well being and discipline of the students attending the school.</li></ul>
Key Duties:	<b>Behaviour and pastoral</b> <ul style="list-style-type: none"><li>• Provide 'on-going / daily support' to an identified group of students.</li><li>• Be responsible for the welfare of students</li><li>• Support with incident investigation and parent liaison.</li><li>• Where appropriate, issue low level sanctions, and recommend higher sanctions by referral.</li><li>• Provide pro-active support to colleagues across the school, where required</li><li>• Attend weekly review and planning meetings with the Inclusion Manager</li><li>• Provide support to other pastoral team members</li></ul>

	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Consult, liaise and communicate with parents by telephone, letter or email as appropriate.</li> <li>• Use school management information systems to keep accurate records of all communication with parents, all sanctions issued and any other relevant pastoral information</li> <li>• Provide students with an avenue to voice their issues and concerns</li> <li>• Communicate success</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Maintain and amend student records.</li> <li>• Liaise with parents/carers as appropriate</li> <li>• Provide administrative support to the pastoral team as and when directed.</li> </ul>
Generic Duties	<ul style="list-style-type: none"> <li>• To deputise in the absence of other staff as required</li> </ul>
CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	<p>For inset training you will be aligned with the Administration team</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.</p>

PERSON SPECIFICATION – Pastoral Assistant		
	Essential	Desirable
Willing and able to obtain satisfactory Enhanced DBS clearance for schools	✓	
Evidence of Right to work in the UK	✓	
Suitable person to work with children	✓	
Able to obtain satisfactory, validated employment references.	✓	
Understanding of safeguarding requirements and how to promote the welfare of children.		✓
Previous experience of working with secondary age students		✓
Previous secondary education experience		✓
Good keyboard skills and good working knowledge of Word, Excel and other office programs	✓	
Knowledge of SIMS (training will be provided)		✓
Good communication skills with adults and children – both oral and written. (Application and covering letter will be used to make an initial assessment)	✓	
Resilient and able to deal effectively with confrontation	✓	
Excellent time management and effective organisation skills	✓	
Ability to keep calm and focussed in pressurised situations	✓	
Diplomatic, discerning and able to deal with confidential information	✓	
Able to build appropriate professional relationships with children and adults	✓	
Confident and able to inspire others	✓	
Relentless belief in young people and a desire to help them overcome barriers to achievement	✓	
Can use initiative within boundaries – problem-solver with a “can do” approach	✓	
Flexible, team player	✓	
Representative of the school’s ethos and core values	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English (certificates will be required)	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in Mathematics (certificates will be required)	✓	
Evidence of study at A Level / Further Education /adult learning	✓	