

Goresbrook School

Job Description

Post: Pastoral Support Assistant
Responsible to: Assistant Principal
Contract: Permanent

Responsible to:	Assistant Principal
Responsible for:	Designated Year Groups
Working with:	Vice Principals, Assistant Principals, Heads of Year, Learning & Behaviour Support Team, Attendance Team & External Agencies.
Job Purpose:	<ul style="list-style-type: none"> • Support the day-to-day function and development of the school's Isolation room. • Ensure the highest standards are adhered to in the isolation room. • To liaise continually with staff ensuring they are aware who is in isolation. • To liaise with subject teachers in providing missed work for isolation students. • Work with students pro-actively through interventions, addressing social, emotional and behavioural needs. • To work pro-actively with Teachers and other support staff to support young people's needs. • To support young people and their families in a designated year group to overcome barriers to learning. • To be the initial 'bridge' and contact for families to the school • As part of the safeguarding team, support child protection/safeguarding issues/caseloads
Disclosure level:	Enhanced
Responsibilities and Administration:	<ul style="list-style-type: none"> • To work co-operatively in collaboration with teaching staff to ensure effective systems are in place to allow students to access appropriate work/curriculum whilst in Isolation. • Set clear expectations and boundaries for students in Isolation. • Demonstrate a consistent approach to create and sustain a controlled, orderly environment. • Work in conjunction with the Heads of Year to implement and update behaviour profile strategies. • To undertake any relevant training and development activities, including induction and annual appraisal. • To comply with the school's procedures concerning safeguarding and to ensure that training is accessed. • To comply with the school's Health and Safety policy. • Record accidents, issues or incidents and note action taken relating to student welfare. • Act as a point of contact for students who have welfare or safeguarding issues. • Provide ongoing support to colleagues on student welfare issues. • To work with the Attendance and Punctuality Officer in monitoring attendance and punctuality. • Assist and support Student Support Panels when they are called to monitor student progress, and contribute to the development and provision of intervention strategies for those identified.

	<ul style="list-style-type: none"> Secure partnerships with parents in raising attainment and other aspects of academy engagement Support for admissions and leavers, including the transfer of documentation. Developing and maintaining positive home-academy links. Support the inclusion team with managing internal and external exclusions
CPD:	<ul style="list-style-type: none"> To take part in the school's CPD programme by participating in arrangements for further training and professional development To continue personal development in the relevant areas including subject knowledge and teaching methods To engage actively in the Performance Review process To work as a member of a designated team and to contribute positively to effective working relations within the school To attend meetings etc. in accordance with the school calendar
Supportment Information:	<ul style="list-style-type: none"> To complete the relevant documentation to assist in the tracking of students To track student progress and use information to inform teaching and learning
Communications:	<ul style="list-style-type: none"> To communicate effectively with the parents/carers of students as appropriate Where appropriate, to communicate and co-operate with persons or bodies outside the school To follow agreed policies for communications in the school
Marketing and Liaison:	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc. To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc.
Other Specific Duties:	
<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example To promote actively the school's Policies & Procedures To continue personal development as agreed To comply with the school's Health and Safety policy and undertake risk assessments as appropriate To undertake any other duty as specified not mentioned in the above To comply with the school's procedures concerning safeguarding and to ensure that training is accessed 	
<ul style="list-style-type: none"> Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified Employees will be expected to comply with any reasonable request from a supportment to undertake work of a similar level that is not specified in this job description Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students 	
<p>This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title</p>	

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Person Specification

Post: Pastoral Support Assistant
Responsible to: Assistant Principal

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> 5 A*-C GCSEs (or equivalent) including Maths and English Safeguarding training Level 3 or above 	<ul style="list-style-type: none"> Evidence of continuing training and professional development First-Aid training
EXPERIENCE	<ul style="list-style-type: none"> To have a basic understanding of safeguarding children procedures. Experience of working with colleagues to implement a range of interventions to support students with evidence of success 	<ul style="list-style-type: none"> School experience
SKILLS	<ul style="list-style-type: none"> Excellent role model for oral and written communication Excellent interpersonal skills both in working relationship with pupils and in forming effective professional relationships with a wide range of people Good organisational and time Sound IT skills to support learning and maintain electronic information systems To be a good listener. To be able to motivate pupils. To have high expectations of pupils. To be flexible, adapting to new tasks. 	<ul style="list-style-type: none"> To be able to assist parents / carers in home situations. To liaise with multi - disciplinary teams. To assist with monitoring assessment procedures
QUALITIES	<ul style="list-style-type: none"> A positive attitude, energy, flexibility, resilience and attention to detail Excellent organisational and interpersonal skills and the ability to build good working relationships with a range of colleagues. Good oral and written communication skills 	<ul style="list-style-type: none"> Working knowledge of the successful implementation of the revised SEND code of practice and provision for vulnerable students

	<ul style="list-style-type: none"> • Ability to write accurate reports and summarise information for internal and external audiences • Commitment to a 'no excuses' culture • A detailed understanding of safeguarding in practice 	
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*I confirm that I have read and understood the details contained within this job description.
I understand that by signing this document, I agree to the terms and conditions contained within it.*

Signed Print Name	
Dated	