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| Post: | Pastoral Assistant |
| Accountable to: | Deputy Head Teacher (Site Lead) |
| Line Management of: | N/A |
| Overall purpose of job: | To support the work of three Heads of House at one of the Academy’s sites. The Pastoral assistant provides support for the Heads of House. They support pupils on report, investigate behaviour incidents, record incidents on Sims and communicate with parent/carers regarding breaches of the Academy’s behaviour expectations. |
| Hours of Work | Initially Monday, Tuesday, Wednesday, Thursday: 8:10-3:50pm with a 30 minute unpaid lunch break; Fridays: 8.10-4.00pm with a 30 minute unpaid lunch break - subject to review in line with service needs (36 working hours per week) |

**Job Description**

**Duties and responsibilities**

Support the work of 3 Heads of House including :

1. As the school opens, greet the pupils at the pupil entrance, check their uniform and provide uniform from the pastoral cupboard when necessary with the support of the day time assistants and record student lateness.
2. Be on the corridor, particularly at break times and transitions, to maintain a calm and orderly environment.
3. Support academy leaders to maintain a safe and orderly environment that supports learning by being visible and challenging negative behaviours.
4. Effectively monitor the STAR (Senior Teacher Allocation Rota) system to support teachers and pupils, in ensuring a timely response to any behaviour issues during the day.
5. Administrate BOT (Back on Track), late and prep detentions where pupils have failed to meet the learning expectations due to a lack of effort, focus or inappropriate behaviour; you will be required to record pupils who fail to attend these sessions and also communicate to parents, where their child will be held back after school hours.
6. Be committed to safeguarding and promoting the welfare of children and young people and to follow the relevant policies and procedures.
7. Support pupils in lessons when necessary.
8. At the direction of academy leaders carry out fact-finding investigations with pupils.
9. Inform form tutors and Heads of House of serious incidents, persistent lateness or failure to attend a detention.
10. Monitor pupils who are on report and at risk of exclusion.
11. When necessary contact parents and attend parental meetings to discuss pastoral matters.
12. Attend all training identified as being appropriate to the post by the Academy.
13. Attend team and staff meetings.
14. Uphold the Academy’s disciplinary rules and staff code of conduct.
15. Follow the Academy’s health and safety requirements.
16. Contribute to the maintenance of a caring and stimulating environment for young people.
17. Always act in accordance with the statutory frameworks that set out how the Academy must operate.
18. Attend First Aid training and provide First Aid when required, including being on our register of First Aiders.

19.Carry out any other reasonable duties within the scope of the post as directed by the Headteacher or other senior managers. The postholder may need to help with other duties and tasks at times of need and be prepared to be flexible

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| Date of issue: |  |
| Signature of Post holder: |  |
| Signature of Headteacher: |  |