



Ivybridge Community College



Job Description

Job Title:	PACE Assistant
Location:	Ivybridge Community College
Reports to:	Assistant Principal (Standards and Expectations)
Grade:	Devon Legacy Pay Scales, Grade B, SCP 2-3
Hours:	31.25 hours a week, 38 weeks per year
Responsible for:	Not Applicable

Job Purpose

Under the direction of the Senior Leadership Team (SLT) link (Standards and Expectations), and within an agreed system of supervision involving the College Directors and PACE Coordinator(s), the post holder is responsible for supporting the effective day to day organisation, coordination, supervision and support of students as part of the PACE strategy and the referral of, and interventions for, students in this process. The post holder will help implement agreed work programmes with individuals/groups, in or out of the PACE room/classroom.

The post holder will work under supervision and direction, to support the 'In Class and Out of Class' culture, providing general support and assistance as part of a professional team, through the support of specific behavioural, pastoral and academic interventions. Under the guided direction of the SLT Link, College Directors, PACE Coordinators, and possibly teaching staff, the post holder may occasionally (but not regularly) support learning which takes place outside of the main PACE areas with small groups. This would be dependent on the member of staff having developed the appropriate experience and skills.

They will help keep accurate and up to date records and communications links with stakeholders at all levels which is both timely and effective. Similar to the roles and responsibilities of all of our Teaching Assistants, the post holder will also play an important role in assisting with the support for students, to enable them to access the full range of curricular opportunities (academic and enrichment) the College has to offer.

The role of PACE Assistant will also provide support to the PACE Coordinators and duty teachers to ensure the safety of students during break times.

The duties include supervising students from the PACE rooms to/from and in the Dining Hall, playground and other areas within the College premises, making sure they do not leave the College, or go into areas that are out of bounds.

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery. Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.

The duties and responsibilities outlined in this job description are not comprehensive or exclusive and may be varied from time to time to allow the College to respond to the individual needs of students. The post holder may therefore be expected to take on other reasonable activities to assist in an efficient service delivery.

Job Description

Duties and responsibilities

To support the overall work of the PACE Team to:

1. Support the implementation of and adherence to the College PACE Strategy, including the Behaviour Policy.
2. Follow and uphold the PACE expectations with students.
3. Challenge and support students to reinforce the College expectations, both in the classroom and outside of the classroom.
4. Where appropriate, foster links, liaising and communicating with parents/carers, providing information and advice on the established protocols.
5. Basic data input to monitor and review those students that are in the PACE rooms and areas.
6. Liaise with the SLT Link, College Directors, PACE Coordinators and Pastoral Leaders daily, to ensure communication with parents/carers is timely and accurate.
7. Where appropriate and directed to, liaise with key stakeholders daily, including: the Senior Leadership Team, Heads of Departments, College Directors, Pastoral Leaders, and others, to review and support the effective day-to-day implementation and arrangements in the PACE rooms and areas.
8. Ensuring students have appropriate work, including printing work for them when they do not have any to complete in the PACE room and returning work to the relevant departments when necessary.
9. Under defined procedures, following up any non-attendeo students to ensure their attendance in the PACE rooms and areas.
10. Keeping the College Directors, PACE Coordinators, Pastoral Leaders and Senior Leadership Team informed of any concerns with specific students.
11. Help prepare and produce a daily log of students to share with staff at the end of the day. Basic processing of sensitive student information in accordance with the established protocols.
12. Contribute information in relation to individual students to support the PACE Team in producing regular reports for sharing with the College Directors, Pastoral Leaders and Senior Leadership Team.
13. Attend meetings with the wider PACE Team, College Directors, Pastoral Leaders and the Standards and Expectations line manager to provide additional verbal information on students, which supports the data reports and contributes to the analysis of the patterns and trends.
14. Support in identifying trends in student referrals to the PACE rooms, and communicating these trends through defined procedures with the wider PACE Team, College Directors, Heads of Departments, Pastoral Leaders and Senior Leadership Team.
15. Within the remit of the guidance provided to you, support the facilitation of support strategies to reduce repeat offenders. This will involve liaising with relevant staff in College; College Directors, Pastoral Leaders, Key Workers, Tutors and the Senior Leadership Team.

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16. Supervise students from the PACE rooms in designated areas of the College during break times, to ensure their safety, welfare and general conduct through appropriate application of the College's policies and procedures.
17. Oversee students in outdoor areas and monitor the safety and suitability of activities.
18. Support the SLT Link (Standards and Expectations), PACE Coordinator, and/or teaching practitioner in their delivery of intervention.
19. Under the direction and supervision of the SLT Link (Standards and Expectations), College Directors, Pace Coordinator, Pastoral Leaders, and classroom teacher, work with small groups of students, or one-to-one with an individual student.
20. Help oversee the audit and maintenance of equipment that may be required to ensure it is in good working order.
21. Update and maintain display boards in the PACE rooms and areas.

General

1. Maintain order and address the primary behaviour using the College Standards and Expectations system, reporting unresolved problems to the PACE Coordinators, College Directors, Pastoral Leaders, duty staff or appropriate member of the Senior Leadership Team.
2. Establish safe and appropriate behaviour by following the College Behaviour Policy and systems.
3. Undertake general basic clerical and organisational support as part of the PACE process.
4. Undertake basic record keeping as directed.
5. Attend to the welfare and personal care needs of students, including those with special educational needs and/or medical needs within the PACE strategy.
6. Liaise, advise and consult with other colleagues.
7. As directed to do so, prepare specific resources/materials/equipment for interventions/lessons.
8. Help maintain an overview of attendance, and under the direction of the PACE Coordinator, or senior leader, support with any safeguarding issues that may arise within the PACE setting, both in the classroom and outside of the classroom to support the PACE approach and The Ivybridge Way.
9. Support PACE Coordinators with information as supplied by teachers.
10. Support students to undertake their own medical monitoring, if applicable to the individual.
11. Make sure students in the PACE rooms and areas who are ill or injured receive appropriate medical attention, and report any serious incidents.
12. Report any concerns of a safeguarding nature to the Designated Safeguarding Lead, or appropriate member of the Senior Leadership Team that is on duty during that day.
13. Challenge and report any unauthorised visitors on College premises.
14. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
15. Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

Responsibilities in supporting the Student

1. To reflect upon the reason for being in the PACE room. This will involve working one-to-one with students, to encourage them to reflect on why and how their

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behaviour has not met the College expectations and why it should not be repeated.

2. Clarify and explain instructions to the student.
3. Motivate and encourage the student.
4. Help the student to concentrate and finish the work set.
5. Assist the student in weaker areas, e.g. reading, presentation, behaviour, etc.
6. Meet the student's physical needs.
7. Liaise with the classroom teacher and when applicable, the SEND Coordinator.
8. Help to promote self-esteem and independence in the classroom.

Responsibilities in supporting the PACE Coordinator

1. Occasional contribution to individual student plans and high risk meetings.
2. Assist the PACE Coordinator, and where appropriate, classroom teacher in the delivery of support plans, as directed to do so.
3. Assist in the recording of progress and the maintenance of student records.
4. When required, participate in the evaluation of support programmes.
5. Contribute contextual information to the review of My Plans and where appropriate, EHCPs.
6. Provide teachers with feedback about the students.

Other responsibilities

1. Handle all confidential correspondence with discretion and in line with the Trust and College's Data Protection protocols.
2. Use appropriate ICT packages as required.
3. Set up files and up-date where necessary.
4. Attend occasional out of College hours functions as required. This may from time to time include accompanying teaching staff and students on visits, trips and off-site activities as required.
5. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager.
6. When required to do so, support the wider College with examinations. This may include, invigilating/acting as a reader or support person, or administering routine tests/examinations.
7. Preparing and contributing to Trust wide development, by sharing best practice and professional feedback.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

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PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
A good level of education to include GCSE (or equivalent) Grade C or above in Mathematics and English	E	✓	✓
Level 2 qualification or equivalent in the relevant field or applicable experience	D	✓	✓
Experience:			
Experience of working in a school or similar establishment	D	✓	
Knowledge of procedures for preparation of resources/materials (i.e. printing, photocopying etc.)	D	✓	✓
Knowledge, Skills and Abilities:			
Working knowledge of Colleges' Behaviour and PACE strategies	D	✓	✓
Effective oral/written communication skills	E	✓	✓
Ability to follow instructions and direction. While also able to use initiative to identify and raise concerns/risks	E	✓	✓
Accuracy and attention to detail	E	✓	✓
Good time keeping	E	✓	✓
Knowledge of the SEND code of practice	D	✓	✓
Excellent communication skills, both verbal and written, including effective communication skills with students, colleagues and other stakeholders	E	✓	✓
Ability to use technology to a basic level – e.g. computer, video, photocopier etc.	E	✓	
Enthusiastic and committed to meeting the needs of students	E	✓	✓
Further Requirements:			
Ability to work as part of a team or alone if necessary	E	✓	✓
Discreet and able to maintain the confidentiality of information	E		✓
Knowledge and foundation understanding of Safeguarding and the welfare of children and young persons	E	✓	✓
Willingness to undertake development and training relevant to the role, when required	D		✓
VALUES-BASED BEHAVIOURS:			

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Compassion:			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	✓		✓
Aspiration:			
Working to high expectations, modelling the delivery of high quality outcomes	✓		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	✓		✓
Integrity:			
Acting always in the interests of children and young people	✓		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	✓		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	✓		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	✓		✓

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