

**Gildredge House Recruitment
Pastoral Support Assistant**

Job Description

Grade: GH Scale Point 5

Reports to: Head of Year

The job description below gives an insight into the tasks and responsibilities for the post of Pastoral Support Assistant.

Job Description

Main Responsibilities, Tasks and Duties:

To provide support to the Head of Year and Assistant Head Teacher for the designated year group, in relation to student progress and behaviour. To liaise with both students and parent/carers where appropriate.

To ensure student wellbeing by providing medical care as and when required. To accurately update and manage student data in an effective and timely manner, ensuring confidentiality is maintained and data is accessible to the relevant parties.

KEY TASKS

- To support the pastoral team, tutor or class teacher in providing and organising appropriate care and support for students' pastoral needs. This would range across many student matters, including behaviour, attendance, welfare, achievement and any safeguarding issues
- To maintain the accuracy of student databases and student record files.
- To provide student tracking reports to Heads of Year.
- To make referrals to external agencies and chair relevant meetings on behalf of the Senior Leadership Team and/or Head of Year. This will include writing and coordinating reports and/or plans to external agencies.
- To support the Senior Leadership Team in the absence of other pastoral staff and to meet with the Head of Year on a regular basis as part of the support process.
- To provide administrative support to the Head of Year in all their responsibilities - organising Parents' Evenings, reports, detentions, Year group special events, rewards/certificates, etc.
- To support Designated Safeguard Lead and senior staff with child protection issues if required.
- To attend, when appropriate, school/pastoral and year meetings to contribute to the discussions about individual students.
- To support in the supervision of the student areas at break and lunch times as required.

- To be a visible support around the school and within the “on call” system, delivered by the pastoral team and senior staff.
- To support the pastoral room/area if students require time away from the curriculum and a place to reflect.
- To support the restorative and reflective programmes with the school.
- To consistently support and reinforce the ethos of Gildredge House School, that is delivered by all members of staff.
- To support the tutors/teachers in the management of students’ attendance by registering and supporting students who are late, identifying students whose attendance is of concern and support in putting strategies in place to resolve those problems.
- To make phone calls and/or meet student families to support and/or improve student welfare, attendance and behaviour
- To accompany staff on school education visits and work under the direction of the trip organiser, if required.
- To support year group assemblies with the Senior Leadership Team and Head of Year.
- To support pre-admission visitors and/or meetings. This may lead onto supporting a student into a designated year group or class.
- To support Heads of Year and Phase Leader with behaviour logs, child protection logs/tasks, contacting home regarding sanctions/pastoral care, etc
- To take part in training activities offered by the School and County to further knowledge and improve performance.
- To abide by the work towards all the policies within the school
- To carry out the above duties in accordance with the school’s Equal Opportunities Policy.
- In the Secondary School you may be asked to rotate responsibilities with different year groups as required by the Senior Leadership Team e.g. Move from one year to another, if directed, at the end of an academic year.
- To carry out any reasonable task at the request of the Head Teacher.

Additional Duties and Involvement

The following duties and areas of Involvement are specific to this role within Gildredge House and are in addition to those listed above. It is accepted that these items are appropriate to the salary scale for this post.

General Expectations

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

Professional Development

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.