**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title: Non-teaching Pastoral Assistant** | **Salary Range: Grade 3b** |
| **Accountable to: Assistant Headteacher (Behaviour)** |  |

**Job Purpose and Responsibilities**

**General**

* To support a team of tutors focusing on high standards of social, personal and academic development of students.
* To support the achievement, progress and pastoral provision for a year group of students.
* To liaise with others in order to track and monitor-punctuality, attendance, achievement, and the behaviour of students within year groups to ensure that successes are recognised, and any underachievement is quickly addressed.
* To liaise with others to co-ordinate appropriate intervention for students within year groups whose attendance, achievement, or behaviour is a concern.
* Co-ordinate with the PSHE lead to ensure the delivery of the pastoral curriculum, and liaise with Heads of Year where necessary, to ensure continuity and progression of pastoral provision throughout the school.
* To ensure smooth transitions for all students in the allocated year group including new admissions and movement from one-year group/key stage to another.
* To manage both the people and resources associated with each year group during pastoral activities.
* To monitor the quality of learning experienced by year groups, liaising with heads of departments and offering support where necessary.
* To promote the values and ethos of the school through assisting with form time and assemblies.

**Pastoral support**

* To liaise with the Attendance/Admissions officer to ensure punctuality and attendance is effectively monitored and supported.
* Where children have medical, SEND, safeguarding needs, liaise with the relevant staff to ensure appropriate provision is in place to overcome barriers to learning and maximise success.
* Keep in contact with parents of students, and with those needing more careful monitoring relating to attendance and punctuality, behaviour, bullying or medical needs - ensuring positive family support and involvement.
* Managing the ‘support room’ in both the morning and afternoons.
* Help facilitate detentions by escorting students and monitoring the room.
* Facilitate the ‘manged move’ process by attending meetings and calling parents.
* To promote and coordinate student leadership opportunities

**Administration**

* To maintain individual student records as necessary and ensure that they are kept up to date.
* To oversee ‘in year’ admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.
* To monitor the settling in of new students.
* To oversee the completion of school reports for the year group including writing a summary comment when appropriate.

**Behaviour**

* Provide pastoral support for students on a day to day basis; supporting in removing barriers to learning and providing personal development to students.
* Identify trends in behaviour data and where appropriate develop associated actions and strategies with a positive measurable impact.
* To monitor behaviour reports and contracts as well as parent communication to ensure progress is made in behaviour and academic outcomes.
* To liaise with the attendance officer and Safeguarding team as part of the students pastoral care to ensure information sharing and collaborative work.
* Liaise with curriculum leaders to develop strategies to improve behaviour for learning.
* Provide behaviour support for our most vulnerable students, through personalised intervention and monitoring.
* Execute investigations in a timely manner to support the pastoral team and liaise with heads of year to ensure fair and consistent sanctions are put in place for behaviours.
* Liaise with intervention team to ensure mentoring and external agencies are in place for targeted students with measurable impact.
* To ensure that all administration and record keeping for targeted students is kept up-to-date and legal responsibilities are fulfilled.
* Manage the exclusions process, including ensuring the administration of letters and student work are completed by the administration team.

**Safeguarding**

* The jobholder is expected to observe their obligations in accordance with the CORE Education Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person’s welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder’s line manager.

**People**

* The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description

**Physical Resources**

* The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

**Special Conditions of Employment**

Rehabilitation of Offenders Act 1974

* This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

**Health and Safety**

* The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager and must be observed.

**Equality and Diversity**

* CORE Education Trust is committed to equality and values diversity. As such it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race, sexuality and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

**Training and Development**

* The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

**Mobility**

* The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
* This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
* This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

*The above is not exhaustive and maybe amended commensurate with the post holder’s salary and grade as required by the Headteacher*