



JOB OUTLINE

Post Title:	Pastoral Assistant
Pay Scale:	Point 21
Responsible to:	Deputy Headteacher
Hours of work:	37 hours per week term time

The post holder will be expected to work within the schools' policies and procedures.

Under the direction of the Deputy Headteacher, provide support and intervention strategies to meet the pastoral needs of students at Driffield School and Sixth Form, in collaboration with Heads of Year and Heads of House as appropriate. To act as the 'front line' pastoral support for a specific year group; this will require close co-operation and consultation with all sections of the school.

The main roles will include:

1. To develop good working relationships with parents and carers providing the first point of contact regarding concerns, queries which often require excellent listening skills, diplomacy, tact and an ability to resolve conflict.
2. To contribute towards the delivery of the School Improvement Plan targets.
3. To communicate with parents and members of school staff by telephone, emails, or in writing.
4. To arrange and attend meetings with parents and carers, as required.
5. To work with the colleague delivering the assembly to your year groups to help develop the an appropriate year community
6. To organise the administration relating to pastoral procedures, and ensure that the SIMS student information module is regularly updated.
7. To distribute, maintain and monitor student records as appropriate.
8. To interview students following referrals related to school work, behaviour, bullying, student concerns, crisis or other incidents. To resolve conflict situations between students, including travelling to and from school and on the school buses.
9. To support the schools policy for rewards and sanctions within the framework for Positive Discipline and in line with the Pastoral Handbook.
10. To monitor attendance and punctuality and to take positive steps to improve attendance and punctuality in conjunction with the school attendance team.
11. Play a key role in the supervision of students on a rota basis.
12. To liaise with a variety of staff, including Heads of House and the Inclusion team to prepare and review Individual Behaviour Plans, Pastoral Support Plans and Individual Education Plans as appropriate.
13. To liaise with a range of internal and external agencies, including attendance at Multi-Agency meetings when appropriate.

14. Work alongside other staff to set up transition programmes for students at all transition points, including Year 6 into Year 7, Year 9 into Year 10 and Y11 into Post 16.
15. To publicise and promote internal and external exam procedures and to supervise the start of specific examinations if necessary.
16. To contribute to the implementation of a programme of enhancement and enrichment activities.
17. To support the organisation of Parents' Evening and Celebration events for one year group, including meeting parents/carers and responding to any queries.
18. To organise and collate work for excluded/sick/absent students where appropriate, and to cover the absence of other tutors where appropriate.
19. To ensure that all intervention work undertaken with students is communicated clearly as necessary.
20. To work with a confident knowledge of all school safeguarding policies and procedures.

To perform such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including carrying out additional tasks as required.

General

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the General Data Protection Regulation, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

Driffield School is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name: _____

Signed: _____

Date: _____