



JOB DESCRIPTION

Job Title:	Pastoral Support Assistant
Grade:	F
Hours:	32 hours p/w - Term time plus 3 Inset days
Responsible to:	Head of Year
Direct supervisory responsibility for:	None
Indirect supervisory responsibility for:	None
Important functional relationships:	<u>Internal:</u> Headteacher, Deputy/Assistant Headteacher/Heads of departments, teachers, support staff, students, Governors. <u>External:</u> Parents/guardians, external support agencies, counsellors, social workers, local authority

Main Purpose of Job:

The role is to provide pastoral support to students with respect to their welfare and behaviour in school. To help students to access and engage with learning and help them build positive relationships. To support as required through appropriate intervention, including liaison with parents/carers and relevant staff and external agencies. To include the upholding of our behaviour management systems as required in doing so.

Main Duties and Responsibilities:

1. To monitor students in year groups on a daily basis, receive referrals and action accordingly. Act as a key worker for identified students where assigned.
2. To liaise with colleagues to support students to develop effective behaviour for learning, assisting with the effective running of sanctions and rewards.

3. To communicate and work with parents/carers and other stakeholders and external professionals/agencies to support students' needs, building positive relationships to help improve student progress.
4. To work with the wider pastoral team to uphold high standards of student uniform, attendance and punctuality in accordance with the school's procedures, to ensure that students are ready to learn.
5. To support students' emotional wellbeing by undertaking 1-2-1 or small group support work, facilitating restorative practice to provide strategies and support.
6. Signpost students to relevant outside agencies, including completing referrals as required.
7. To liaise with learning support and the SENDco as required for SEND students and follow up any actions.
8. To support Heads of Year in team meetings, assemblies and with morning tutorials, deputising where necessary and undertaking appropriate administrative duties.
9. To take part in school duties.
10. Ensure The Hub is staffed before, at all times, as well as at social times, to provide emotional and logistical support and drop-in sessions.
11. To assist with social times, including supervision, as agreed with the Head of Year.
12. Record information on the appropriate software platforms and other systems as required.
13. To assist in the organisation and running of year group events and functions, including parent events.
14. To attend school briefings, staff meetings and school based INSET training as required.
15. To remain aware and work within all relevant school working practices, policies and procedures.
16. To contribute to the overall ethos and aims of the school.
17. To be aware of, and work in accordance with the school's safeguarding procedures, and to raise any concerns relating to safeguarding.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.

2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.



PERSON SPECIFICATION

Job Title: Pastoral Support Assistant

Location: Saltash Community School

Attributes	Essential	Desirable	How Identified
Relevant Experience	Reasonable experience of working with children and young people.	Experience of supporting children and young people with behavioural /emotional needs	Application Form / Interview
Education and Training	GCSE L4 or equivalent in Maths and English Training appropriate to supporting children and young people	Recognised Youth Worker / Trauma Informed School training or equivalent specialist qualification Attainment of level 3 qualifications or equivalent (eg: A levels, AVCE)	Application Form
Special Knowledge and Skills	Excellent communication skills including the ability to talk with young people and support them in a sensitive manner Confidentiality and awareness around the management of sensitive safeguarding matters	Knowledge of a range of issues relevant to education and child development and/or emotional health and wellbeing A good understanding of SEND and	Application form / interview

	Competent ICT skills	associated barriers to learning	
Any additional factors	<p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Able to build excellent relationships with young people.</p> <p>Professional, tactful & sensitive.</p> <p>Discreet and confidential.</p> <p>Ability to work on own initiative and within a team.</p> <p>Good organisational skills</p> <p>Commitment to equal opportunities</p>		Application form / interview

Prepared by: Senior HR Officer

Date: October 2024