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|  | Job Description: Student Pastoral Assistant | Scale: Hours/Week: Updated: | Scale 1b 36 hours term time only November 2021 |
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| Person reports to: | <ul style="list-style-type: none"> • Lead Pastoral Manager • Assistant Headteacher (Behaviour and Attendance) |
| Person supervises: | <ul style="list-style-type: none"> • None |
| Purpose of Job: | <ul style="list-style-type: none"> • To assist the Behaviour Team in supervising and ensuring the safety of students on site before, during and after the school day. |

MAIN DUTIES AND RESPONSIBILITIES

Main duties and responsibilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Operational Duties

- To patrol the school buildings, toilets and grounds to ensure that the students behave in a safe and orderly manner during the school day. The school site also includes Southern Road playing fields.
- To assist with management of students at the start and end of the school day in and around the school.
- To implement the uniform protocol and follow up with all uniform concerns ensuring the highest of uniform standards for all pupils including supporting families to use parentpay to replace key uniform and equipment items.
- To respond to OnCall queries for truancy, student movement related issues and to support re-rooming of pupils if required.
- Monitor all corridor and toilet areas ensuring supervision of the building and highest punctuality to all lessons.
- Support high attendance to faculty and teacher detentions.
- To staff and manage the Withdrawal Room as and when required including ensuring there is always a pre-booked location.
- To support the Pastoral Manager, Behaviour Team, class teachers and Leadership Team in maintaining a calm and orderly school by intervening with and removing students when needed.
- Cover duties including break, lunch, withdrawal and IER duties as and when required.
- To uphold agreed standards of dress, behaviour and discipline around the school.

General Administrative Support

- Support the whole school attendance and behaviour monitoring through administrative duties including contact to parents when directed.

2. Continuing Professional Learning

- Attend in-service training within normal working hours as directed. Attend staff training days, and participate in training where requested.

3. Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties, seeking guidance and clarification from management, as required.

4. Additional Duties

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Ensure that all communications are attended to promptly.
- Maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.



Person Specification and Selection Criteria

Scale

Scale 1b

Student Pastoral Assistant

Updated

November
2021

| Essential | Essential/Desirable | How the selection criteria will be assessed |
|--|---------------------|---|
| Qualifications | | |
| Educated to at least GCSE or equivalent level, including English and Maths | E | Application Form |
| Relevant IT qualifications e.g. ECDL (European Computer Driving Licence) | D | Application Form |
| Professional Experience, Knowledge and Understanding | | |
| Experience in a similar position and environment | D | Application Form, Interview |
| Experience of supporting vulnerable children and young people | D | Application Form, Interview |
| Experience of using a wide range of office equipment | D | Application Form, Interview, Test |
| Experience of operating switchboard systems | D | Application Form |
| A good working knowledge of software packages for preparing documents and spreadsheets, such as Word, Excel and Google | E | Application Form, Interview, Test |
| Abilities and Skills | | |
| Good basic IT abilities with particular skills in MS Word and Excel | E | Application Form, Interview, Test |
| Basic SIMS skills | D | |
| Good Administrative skills | E | Application Form, Interview, Test |
| Good communication skills, both oral and written, conveying information clearly and accurately | E | Application Form, Interview, Test |
| Good interpersonal skills | E | Application Form, Interview |
| Ability to be discreet, tactful and to value confidentiality | E | Application Form, Interview |
| Ability to engage constructively with and relate to a wide range of young people and their families with diverse social and ethnic backgrounds | D | Application Form |
| Ability to work proactively and solve problems within area of work/knowledge | E | Application Form, Interview, Test |
| Ability to work within set procedures | E | Application Form, Interview |
| Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community | E | Application Form, Interview |
| The ability to plan time effectively and to organise oneself efficiently (self-manage) | E | Application Form, Interview |
| Ability to work as part of a team | E | Application Form, Interview |
| Ability to demonstrate initiative | E | Application Form, Interview |
| Personal Qualities | | |
| Demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times. | E | Application Form, Interview |
| A commitment to working in a busy school environment | | |
| Flexible, motivated and committed | E | Application Form, Interview |
| Good attendance and punctuality | E | Application Form, Interview |
| Willingness to see a job through to completion | E | Application Form, Interview |
| Energy and enthusiasm | E | Application Form, Interview |
| Adaptability to changing circumstances and new ideas | E | Application Form, Interview |
| Professional approach to working | E | Application Form, Interview |
| Committed to the ethos of the school | E | Application Form, Interview |

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| Willingness to be flexible and take on additional duties as and when required | E | Application Form, Interview |
| Willingness to participate in further training and development opportunities offered by the school | E | Application Form, Interview |
| Equal Opportunities Awareness | | |
| A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way | E | Application Form, Interview |
| A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities | E | Application Form, Interview |
| A commitment to working in a flexible and collaborative manner with all members of the school community | E | Application Form, Interview |
| Child Protection and Safeguarding Awareness | | |
| An understanding of child protection and safeguarding matters | E | Application Form, Interview |
| A commitment to safeguarding and promoting the welfare of young people | E | Application Form, Interview |