



Job Description

Job Title: Pastoral Support Assistant

Location: Broadlands Academy

Hours of work: 37 hours per week

Weeks Per Year: 41 weeks per year

Reports to: Inclusion Hub Manager

Purpose of the Role:

To assist Head of Years and the Inclusion Team in managing the pastoral well-being of all students.

Duties and Responsibilities:

The role may include various elements of the following depending upon the priority needs of the Academy:

- To assist the Heads of Year to ensure standards of dress, behaviour, organisation (i.e. equipment and planners) of students are monitored daily.
- To assist the Heads of Year in leading moral, physical and emotional wellbeing of all students.
- To support with improving student attendance.
- To work with the Heads of Year with monitoring student attendance and hold meetings with individuals who are at risk of persistent absenteeism; below floor targets or in decline. This will include raising attendance rates in groups vulnerable to underperformance i.e. disadvantaged, SEND.
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and academy life.
- To assist in the monitoring and identification of students at risk of exclusion; students with low self-esteem, motivation; students with family and school issues impacting on Academy life; students educationally underachieving and with poor attendance.
- To assist with the tracking and monitoring of the academic progress of the pupils/students across the Academy and assist in developing appropriate interventions in coordination with the Heads of Year.
- To communicate with teaching staff in terms of student wellbeing to support the student to reach their goals.
- To work with the Heads of Year to ensure pastoral/intervention care of the whole student body including liaising with the SENCO and meeting external agencies on and off site.
- Provide on call assistance to staff in line with the Academy Behaviour System.
- To assist Heads of Year in developing effective links with external agencies.
- To be aware of and use safeguarding policies as appropriate within the Academy.
- To liaise with parents/carers regarding student behaviour and attendance.
- To assist Heads of Year in ensuring communication/consultation with for example colleagues, Governors, parents and students.
- To assist Heads of Year to communicate and cooperate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.
- To take part in marketing and liaison activities such as Open Evenings, parents' evenings and liaison events with partner schools.



Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding:

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



Person Specification

Job Title: Pastoral Support Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> English/literacy and Mathematics/numeracy to at least Level 2 of National Qualification Framework. 	<ul style="list-style-type: none"> A knowledge and understanding of learners' needs in a specialist area
Knowledge/ Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Working and supporting learners in an educational environment (preferably secondary phase) Knowledge of key factors affecting the way young people learn. Knowledge of a range of strategies to establish purposeful learning and promote good behaviour. Knowledge of how the needs of SEND students can be met. 	<ul style="list-style-type: none"> Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements. Understanding of aims, content, teaching strategies and intended outcomes in lessons. Experience of effective delivery of specific areas of the curriculum to individuals and in small groups. Able to identify underachievement and understand when to inform the Head of Year so that effective intervention can be put in place to improve the students' rate of progress.
Skills	Line management responsibilities (No.)	N/A	N/A
	Forward and strategic planning	N/A	N/A
	Budget (size and responsibilities)	N/A	N/A
	Abilities	<ul style="list-style-type: none"> Use of ICT to advance both own and students' learning. Developed administrative skills including report writing and observations/evaluations. Ability to organise, prioritise and work on own initiative. Written - ability to record information accurately and compile detailed written reports when required. Verbal - experience of exchanging information clearly in person and by telephone. 	<ul style="list-style-type: none"> Understanding of EHCs. Safeguarding officer training.



		<ul style="list-style-type: none"> • Ability to deal with situations in a sensitive manner both in person and by telephone. • Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers. • Relationships - experience of forming appropriate and productive relationships with students, staff and parents. • Ability to work independently and within a team. • Confidentiality - the post has high confidentiality component and needs to hold the trust and confidence of both pupils and teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately. • Ability to maintain behaviour management standards for students, some of whom can be especially challenging and difficult and deal with racial/abusive language and bullying. • Experience of dealing with mediation/counselling/behaviour management. • Ability to deal with the various aspects of the role including when dealing with individual students and or groups with complex and demanding learning needs. 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Positive work ethic. • Determined to provide the best learning pathways provision possible. • Ability to listen and interpret instructions effectively so that learning is maximised for students. • Committed to improving the life chances of young people. 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> - Be unusually brave - Discover what's possible - Push the limits - Be big hearted 	



Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people	
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