



Isca Academy – Job Description

Post: Pastoral Assistant

Line Manager: Assistant Head

Grade: Behaviour D

JOB PURPOSE

- To support the effective implementation of the Academy's Behaviour policy, including assisting with the supervision of the Reset/IE area and working as part of the Behaviour Team. The role includes providing students with learning activities and some administration tasks such as record keeping. You will also be expected to ensure the school is a quiet and purposeful working environment.

MAIN AREAS OF RESPONSIBILITY

To provide support and access to learning by:

- Supervising the Reset room and IE.
- Supporting the successful integration of students on a managed move and students returning from personalised provision offsite.
- Monitoring and identifying students in need of intervention/support

KEY TASKS

- Be actively involved in the supervision of students in the reset/IE area.
- To assist in managing the reset/IE environment including organisation of student folders, student reflection forms, displays and teaching and learning resources.
- To work under the guidance of the Behaviour Lead.
- Support the Pastoral Team to enable them to fulfil their roles and responsibilities.
- Support the running of the student detentions as part of the Academy's behaviour for learning policy.
- To be a role model, and to calmly support students to enable students to make positive choices regarding their own learning and behaviour.
- Provide accurate and timely data regarding behaviour at the Academy for Governors and the Senior Leadership Team (SLT).
- Work flexibly to meet the needs of the students.
- Identifying students in need of intervention and support e.g. students with high levels of exclusions or referrals to the Reset room.
- Supporting the successful integration of students on a managed move and students returning from personalised provision offsite.
- Coordinating and implementing follow-up support for students repeatedly sent to the Reset room.
- Devise and implement behaviour support plans as required and monitor the progress against these plans.
- Working with other staff and stakeholders to support the positive achievement and progress of students.

- Ensuring all students have equal access to opportunities to learn and develop, by removing any barriers arising from their personal circumstances and supporting them to access their education.
- Attending multi agency and inclusion meetings as required.
- Support students' access to learning using appropriate strategies and resources.
- Support students to overcome their barriers to learning.
- Provide objective and accurate feedback and reports as required, to other staff on students' achievement, progress and other matters, ensuring the availability of appropriate evidence of impact.
- Manage record keeping systems and processes relevant to the role.
- Actively seek information, and utilise the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.

Support the School by:

- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of students.
- Attend and participate in meetings as directed.
- Participate in training and other learning activities as required and invest in your own and other professional development.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be first aid trained and provide first aid support to students as necessary as part of a rota.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

All support staff may be required to assist with exam invigilation.

ALL ISCA ACADEMY STAFF ARE EXPECTED TO

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.

- To carry out other duties as reasonably requested by the Headteacher.

This job description is subject to review by consultation.

Isca Academy

Pastoral Assistant : Person Specification

	ESSENTIAL/ DESIRABLE	How Assessed*
Experience		
Working with small groups of students within an educational setting.	E	AF, I
Working in a mentoring or behaviour support role.	D	AF, I
Qualifications and training		
A minimum of Level 2 in Maths and English.	D	AF, R, I
Relational planning/ behaviour support plan training.	D	AF, R, I
Mentoring qualifications/ training.	D	AF, R, I
Skills		
Good interpersonal skills.	E	AF, R, I
Good time management.	E	AF, R, I
Well organised.	E	AF, R, I
Competent in the use of Microsoft Office applications.	E	AF, R, I
Ability to work well and prioritise under pressure.	E	AF, R, I
Qualities		
Approachable.	E	AF, R, I
Calm and reassuring presence.	E	AF, R, I
Flexible in order to meet the needs of the team.	E	AF, R, I
Ability to work under own initiative.	E	AF, R, I
Must pass <i>all</i> relevant safeguarding of children checks	DBS checks, self-declaration and interview	

*AF= Application Form; R= References; I= Interview