



Job Description

Post Title:	Pastoral & Behaviour Support Assistant
Reporting to:	Behaviour Co-Ordinator
Location:	St.Wilfrid's Catholic High School & Sixth Form College
Grade:	5
Service Area:	Pastoral Team
<u>Overall Purpose of the Post:</u> <ul style="list-style-type: none">• To provide pastoral and behaviour support for students with learning, behavioural, emotional and social difficulties.• To support the work of the Inclusion department, working with all school staff including teachers, higher level teaching assistants (HLTA) and learning support assistants to enable students to realise their full potential academically and personally.• To raise standards of student behaviour and conduct throughout the school day.	
Date of last review:	December 2023

Knowledge, skills and experience requirements for the post

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • GCSE grade 4/C or above in English and Maths. 	<ul style="list-style-type: none"> • Experience of working within a school in a behavioural role. • Experience of using SIMS.
Skills/Knowledge	<ul style="list-style-type: none"> • Ability to communicate effectively with children, young people and adults. • Ability to respect sensitive and confidential work. • Experience if using IT and Microsoft package. • Ability to work flexibly and effectively as part of a team • Good numeracy and literacy skills. • Ability to prioritise work to meet deadlines. • Ability to identify own training and development needs and co-operate with means to address these. • Ability to use ICT to produce resources. • Ability to support challenging behaviour and de-escalate incidents. • Ability to remain calm and professional at all times especially when under pressure. • Knowledge of data recording systems within schools MIS . • Understanding of how to work with and engage students (11-16). • Knowledge of how to establish high expectations and set 	<ul style="list-style-type: none"> • Knowledge of working within a school environment. • Knowledge of relevant polices/codes of practice and awareness of relevant legislation relating to child protection. • Knowledge of First Aid. • Experience of working and dealing with young people/adults who exhibit challenging behaviour.

targets.

- Understanding of legislation and procedures relating to safeguarding and welfare and protection of children (KCSIE).
- Ability to communicate calmly and effectively with students, colleagues, parents/carers and other professionals by phone, in person and email.
- A belief that all children are capable of academic success and encourage students to achieve their best.
- Excellent interpersonal skills with both adults and children.
- Excellent communication skills, ensuring it is communicated in a calm and supporting manner.
- Ability to verbally de-escalate situations when challenging behaviour is displayed.
- Excellent organisational skills to manage busy workload.
- Ability to prioritise own workload with minimal supervision in line with school practice and policies.
- Use a range of strategies and techniques to de-escalate negative behaviour throughout the school in line with school practice, policy and SEN documentation.
- The ability to have patience resilience, tolerance and a general understanding of the difficulties that young people may encounter with their school and home life.
- Stay up to date with current education developments and attend training to support this

Experience	<ul style="list-style-type: none">• Experience of participating in teamwork and working on own initiative.• Experience of working with children / young people in an educational setting or other relevant setting e.g., volunteering with young people especially at ages 11-16.• Experience of working with children with challenging behaviour.	<ul style="list-style-type: none">• Experience as a behaviour support assistant working with students of secondary school age.
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Responsibilities and accountabilities

All staff working in the Pastoral Support Team are required to work flexibly to provide cover for the priority work of absent colleagues or vacancies.

All staff are expected to attend training in and out of school outside of the typical school day with prior notice.

Main Duties:

SUPPORT FOR THE TEACHER

- Responsible for liaising with teachers to support students inside and outside the classroom.
- Manage and triage parent calls, returning the call or delegating to relevant member of staff or department.
- HOT spot identified lessons, support with behaviour strategies to aid teaching and learning.
- Responsible for informing families of behaviour concerns and sanctions.
- Responsible for arranging reintegration meetings, informing parent/carers and staff of arrangements.
- Manage, organise work for suspensions and isolations liaising with relevant staff.
- Liaise with support from SENCO to ensure reasonable adjustments are made in line with school behaviour policy for SEND students.
- De-escalate conversations with staff and students with positive framing and restorative meetings.
- Responsible for organisation and completion of data tracking of break and lunch detentions
- Managing the school's consequence room, whilst working alone.

SUPPORT FOR STUDENTS

- De-escalation techniques for students experiencing behavioural or emotional difficulties.
- Mentor students to identify barriers to learning and strategies to overcome these barriers.
- Assist with the arrangements of re-integration for students into lessons.
- Encourage and promote effective partnership working between the school, student and parents.
- Responsible for liaising with parents, staff and outside agencies to ensure information is shared to support students.
- Work flexibly as a member of the inclusion team supporting colleagues where appropriate.
- Maintain a professional approach at all times when working with students, families, colleagues and external professionals.
- Respect the need for personal information to remain confidential and observe the trust code of conduct.
- Facilitate restorative practice sessions with peers and staff to resolve barriers to learning.
- Use of student data to identify barriers to learning and through mentor sessions to set targets and review progress
- Ensure school policies upheld.
- Daily or weekly mentor sessions as required.

SUPPORT FOR THE SCHOOL

- Keep abreast of developments in relation to special educational needs and behaviour support/safeguarding .
- Support whole school ethos with regard to uniform, appearance and behaviour.
- Adhere to all school policies and procedures e.g., safeguarding , equal opportunities and anti-discrimination.
- Support teaching of SEN across the school.
- Contribute towards the work of the Inclusion department.
- Assist at school events, functions etc.
- Work flexibly as a member of the inclusion team supporting colleagues where appropriate.
- Supervise the C3 referral room and Isolation room when necessary.
- Covering SLT duties- C3 walk about/isolation room.
- First point of contact and responsible for CCTV checks and logging every CCTV review, ensuring GDPR is met and accurate records are kept at all times.
- Responsible for keeping a record of all isolations/C3's/exclusions.
- Responsible for actioning any behaviour logs on CPOMS.
- Searching students for prohibited items.
- Facilitate conversations with students and families.
- Face to Face meetings to resolve conflict or offer support.
- To prepare behaviour data and reports for HOY/FT/SLT to decide sanctions.
- Taking statements from students and teachers regarding incidents in and out of school.
- Responsible for taking, logging, checking and follow up, detentions notifications. Attendance etc, both during and after school.
- Ensure students are following uniform policy.
- Completing duties e.g., before school, at breaks and lunch times.
- Responsible for keeping attendance of students up-to-date via attendance team.
- Responsible for contacting emergency services (i.e. Police) when necessary and be first point of contact upon arrival.
- Responsible for the monitoring and the safe use of equipment and materials within the pastoral department, reporting any issues to the necessary staff.

Carry out other duties commensurate with the grade (or below) of a post, as directed by the line manager, Senior Leaders or their representatives.

Responsibilities for resources

People: 0

Budgets: 0

Physical Resources: 0

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

- All employees of the school have a responsibility for promoting and safeguarding the welfare of children and young people.
- Be aware of and comply with policies and procedures relating to child safeguarding, health and safety, data protection, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to and uphold the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Treat all users of the school with courtesy and consideration.
- Follow and uphold the Trust Code of Conduct.
- Support the role of other professionals in school.

- To be flexible in approach and be available to work outside normal hours as and when required.
- Participate in training and other learning activities and performance development as required.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Satisfactory references
- Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure
- Confirmation of medical fitness for employment

Date completed:

December 2023