



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Pastoral Support Assistant</b>
<b>Grade:</b>	<b>SCP 13-17 (£24,948 – £26,845 per annum)</b>
<b>Actual Salary:</b>	<b>£20,699 – £22,273 per annum</b>
<b>Hours:</b>	<b>37 hours per week. Term Time only</b>
<b>Reports to:</b>	<b>Assistant Headteacher</b>

### **Main purpose of role**

To assist the Heads of Year and other relevant staff with their day-to-day responsibilities. To apply the Positive Discipline Policy in managing behaviour. To assist with pastoral care and safeguarding issues when required. To be flexible and proactive within the role.

### **Duties and responsibilities**

- Act as a communication link between the Heads of Year and the students and their families/carers
- Carry out home visits under the direction of the Heads of Year
- Organise meetings on behalf of the Heads of Year with students and parents/carers
- Provide administrative support to the Heads of Year and other relevant staff in relation to all relevant statutory documentation and records
- Assist in liaising with external agencies where necessary
- Attend meetings at other schools regarding setting up Managed Moves under the direction of the Head of Year
- Help co-ordinate interventions and other targeted work (including with identified groups i.e., Pupil Premium, potential NEET students, etc) under the direction of the Heads of Year
- To assist with other relevant documentation including for EHE, CME referrals, students on day release, students moving schools, students doing filming/acting/extra sporting activities in school time, referrals for counselling and occupational health and SEND referrals
- Actively promote excellent student conduct and behaviour through the application of the Positive Discipline Policy by encouraging self-control and resilience
- Support positive behaviour throughout the school day by actively monitoring behaviour and by being a strong and visible presence in school and in the corridors during lessons
- Carry out morning, afternoon, transition, and break duties and to cover duties where required
- Be proactive in assisting reception and administrative staff in responding to behaviour issues around school and in relation to safeguarding and child protection issues throughout the school day
- Support effective behaviour management systems by assisting in Isolation, including the organisation and collection of work, and recording attendance on SIMS and provide support and guidance for the successful return of students to lessons as soon as possible
- Follow up on-calls and ensure student sanctions are followed through. Record detentions on SIMS and print registers and reports when required
- Assist the Designated Safeguarding Lead in relation to the organisation and documentation relating to child protection and safeguarding meetings

- Provide administrative support for Team Around the Family (TAF) assessments and meeting arrangements
- Attend TAF meetings with the Head of Year where required
- Assist with the planning of parents' evenings and relevant year groups and whole school events
- Be a First Aider and to support in managing the flow of incidents as requested
- Undertake DSL training if the Academy deems it necessary

#### **Other specific duties/requirements**

- Be fully versed and comply with policies and procedures relating to child protection and safeguarding reporting all concerns to the designated Safeguarding Lead.
- To be aware of, and comply with, policies Health & Safety; Security; Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of Senior Leadership Team.
- To work flexible hours, including evening work (parents' evenings) / or occasional weekend work as required.
- To comply with any reasonable request from a manager to undertake other duties commensurate with the post.
- To participate in professional and personal development programmes as required, including training and performance management review.
- To contribute to the overall ethos/work/aims of the Academy.
- To support the Academy's Equality and Diversity Policy.
- To appreciate and support the work of other professionals.

**PERSON SPECIFICATION**  
**Pastoral Support Worker -**

**The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. Shortlisted applicants will undergo relevant checks in line with statutory guidance and all appointees will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service**

<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How identified</b>
<b>SKILLS</b>			
<b>Experience of managing student behaviour</b>	Application form and selection process	<b>Ability to use SIMs and other school systems</b>	Application form and selection process
<b>The ability to encourage students take responsibility for own learning</b>	Application form and selection process	<b>Self-evaluate learning needs and actively seek learning opportunities</b>	Application form and selection process
<b>Ability to relate well to children and adults</b>	Application form and selection process	<b>Experience of working in a school environment</b>	Application form and selection process
<b>Work constructively as part of a team</b>	Application form and selection process		
<b>Prioritise and manage workload</b>	Application form and selection process		
<b>Effective use of ICT including Microsoft office and excel, and use of other equipment/ technology e.g., photocopier</b>	Application form and selection process		
<b>Works with accuracy and attention to detail</b>	Application form and selection process		
<b>Ability to analyse and interpret data</b>	Application form and selection process		
<b>KNOWLEDGE &amp; UNDERSTANDING</b>			
<b>Awareness of relevant polices/codes of practice and awareness of relevant legislation</b>	Application form and selection process	<b>Full understanding of relevant polices/codes of practice and awareness of relevant legislation</b>	Application form and selection process
<b>Understanding of academy roles and responsibilities and your own position within</b>	Application form and selection process	<b>General understanding of national/foundation stage curriculum and other basic</b>	Application form and selection process

<p>these.</p> <p><b>Experience of implementing strategies to help students achieve</b></p> <p><b>Working with or caring for children of relevant age</b></p> <p><b>Understanding of methods used to monitor attendance and achievement</b></p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p><b>learning programmes/ strategies</b></p>	
<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How identified</b>
<p><b>QUALIFICATIONS/ TRAINING</b></p> <p><b>Maths and English Grades: GCSE A*-C or equivalent</b></p> <p><b>Full clean driving licence</b></p>	<p>Application form, qualification certificate and selection process</p> <p>Application form, qualification certificate and selection process</p>	<p><b>NVQ 2 or appropriate level of experience of operating in the classroom environment</b></p>	<p>Application form and selection process</p>
<p><b>OTHER CONDITIONS</b></p> <p>Enhanced DBS Check</p> <p>No smoking policy</p>			