

**JOB DESCRIPTION**

Name:

Job Title: Pastoral And SEN Support Assistant

Responsible to: SENCo /Headteacher

Salary: KR6

***Purpose of the Job***

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| To provide support for vulnerable children within the school in order to ensure safety, to support self-regulation and break down barriers to learning. To communicate effectively with all appropriate staff to ensure all are aware of vulnerable children’s needs. |

***Main Duties and Responsibilities***

* To work under the guidance of senior staff to implement interventions which seek to remove barriers to learning in order to promote effective participation, raising aspirations for children with Social, Emotional and Mental Health barriers to learning and supporting those with other areas of need
* To support the SENCo with any relevant tasks, such as referrals, assessments, analysis etc
* To maintain an organised system for record-keeping
* Establish constructive relationships with parents/carers
* To be a point of contact for vulnerable children and their parents
* To support family engagement activities for parents
* Challenge and motivate pupils, promoting and reinforcing positive self-esteem
* To support pupils in class as needed, including short term cover for class based support staff or the class teacher if required
* To attend meetings, as directed, for support staff to discuss issues relating to the smooth running of the school, and the action required to meet the school’s vision
* To attend any course or school-based training to develop knowledge, skills and attributes to contribute in meeting the targets in the school improvement plan
* Keep a record of personal development (CPD)
* To participate in the school’s appraisal system
* To engage in the induction process for new pupils to ensure they feel welcome and valued
* To engage in the induction process for new members of staff to ensure they feel welcome and valued.

Signed ..........................................Pastoral Support Mentor Date.....................

Signed ..........................................Headteacher Date......................