**Job Description:** **Pastoral Support Assistant**

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| **School:** | **Tunbridge Wells Grammar School for Boys** |
| **Grade:** | **Kent Range 6** |
| **Responsible to:** | **AHT Inclusion and Director of Inclusion** |

The Pastoral Support role forms part of our inclusion team and reports to the Assistant Head in charge of Inclusion. The Pastoral Support team has responsibility primarily for supporting the Heads of Year to achieve high-quality pastoral care of students, enabling students to achieve the highest standards of learning, ensuring that students are successful, confident and happy.

**Overall Responsibility**

* Act as DDSL within the school.
* To refer cases to DSL, other DDSL, Heads of Year or Form Tutors as appropriate.
* To ensure that students follow the schools’ high expectations, both in and out of the classroom.
* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the area child protection procedures.

**Main responsibilities**

* Liaise with the Heads of Year and form links between form tutors and Heads of department and other key personnel.
* First point of contact and assist in monitoring the key stage and working with the Head of Key Stage/Heads of Year to implement systems and procedures.
* Keeping a calm professional approach in all aspects of the Key Stage.

Further responsibilities include working alongside the Head of Key Stage and Heads of Year with:

*Pastoral*

* Investigate and help to resolve the behavioural incidents and support/ implement strategies and reports systems.
* Attend meetings with senior leaders, inclusion team and other key members of staff, to discuss attendance, behaviour and welfare of all students and families. Feedback relevant information as necessary.
* Attend outside agency meetings if required
* Complete paperwork for outside agencies needed to support the students and families and to request further intervention i.e. early help referrals/Front door & CAMHS.
* Liaise with counsellors & parents, monitor and complete referrals to see the counsellor.
* Record data on incidents relating to pupils and act as necessary- updating SIMS, medical tracker, MyConcern, KS3/4/5 communication logs.
* Arrange OPRO and immunisations, working closely with the schools immunisation team and lead staff training as required.
* Support Heads of Year with celebrating pupil achievement through assemblies, newsletter, emails and letters home.
* Lead tutor one-to-one meetings and intervene on any areas that require it, with students and parents.
* Support under achieving pupils as identified by Inclusion.
* Use of SMH & SIMS in recording student behaviour that is positive or negative.
* Working with Heads of Year to monitor students on report.
* Supporting pastoral meetings with Head of Key Stage/Heads of Year, ensuring minutes are taken and feedback given.
* Lead pastoral talks with students and feedback to staff and parents as required.
* Support the mental wellbeing of staff and students. Signposting to correct agencies as needed and offering, pastoral talks or support as required.
* Implementing school expectations with regard to uniform, break and lunchtime behaviour in and around the school. (Maintaining effective presence around school)
* Undertaking professional development.
* Contacting parents on matters of concern.
* Taking action in situations, such as pupils on report, in consultation with form tutors, HOY and the Leadership Team.
* Liaising with the Heads of Year over pupils causing concern.
* Supporting with new students transition into school, including transition visits with primary schools, working closely with Head of Year 7.
* Dealing with attendance matters and lateness, meetings with attendance officer regularly to monitor students causing concern.
* Making ‘first day calls’ regarding attendance where appropriate.
* Safeguarding- ongoing completion of MyConcern as they arise, and monitoring for tasks or students causing concern and acting effectively in supporting these issues.
* Safeguarding – Complete the role of DDSL in its fullest capacity.
* To undertake professional development as agreed with line manager.
* Perform additional duties and tasks required for the effective operation of the school as directed by line manager.
* To undertake other various responsibilities as directed by the Leadership Team.
* Point of reference and first point of contact for other staff, regarding pastoral care, medical support, SIMS, medical tracker and other key areas of student information.

*Medical Support*

* Administer first aid as and when required.
* Monitor medical health care plans and upload to SIMS/medical tracker.
* Discuss first aid requirements and medical needs with trip leaders, prior to school trips. Liaise with parents, update medical care plans & medication for trips.
* Monitor, order and restock first aid supplies.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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|  | Essential | Desirable |
| **Education/qualifications** | X |  |
| Numeracy, literacy and ICT skills to Level 2 or above | x |  |
| First aid training |  | x |
| Mental Health Frist Aider |  | x |
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| **Professional experience** |  |  |
| Working with or caring for children of relevant age | X |  |
| Collaborative and supportive work with colleagues within the organisation | X |  |
| Collaborative and supportive work with parents |  | X |
| Experience in meeting the needs of vulnerable children or disadvantaged children |  | x |
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| **Skills and knowledge** |  |  |
| Basic understanding of child development and how children learn | X |  |
| Ability to relate well to young people and adults | X |  |
| Good oral and written communication skills | X |  |
| Good listening skills | X |  |
| ICT skills appropriate to the role, including audio visual and copying equipment | X |  |
| Effective time management | X |  |
| Effective and efficient organisation and administrative skills | X |  |
| Committed to continued personal and professional development. | X |  |
| Understanding of relevant policies/ codes of practice and awareness of relevant legislation |  | X |
| General understanding of the national curriculum and other learning programmes, strategies and current educational issues |  | x |
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| **Personal qualities** |  |  |
| A commitment to maximising the academic, personal, social and emotional development of all students | X |  |
| Have a caring and positive approach to students | X |  |
| Work constructively as part of a team | X |  |
| Work effectively with diverse groups of people | X |  |
| Willing to work within organisational procedures, processes and to meet required standards for the role | X |  |
| Be resilient and demonstrate an ability to work well under pressure | X |  |
| Able to adopt a flexible working practice and adapt to the ever changing demands of the school community | X |  |
| Organise time efficiently and work to deadlines | X |  |
| Excellent record of attendance and punctuality | X |  |
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| **Equal opportunities** |  |  |
| Commitment to the School’s Equality and Safeguarding policies | x |  |