# Job details

**Job title:** Pastoral Support Assistant

**Hours:** 37.5hrs, 8am – 4pm

**Contract type:** Term time and permanent

**Reporting to:** Assistant Headteacher

**Purpose of job:** To support the management systems within the school to improve the attendance and behaviour of students to enable effective teaching and learning to take place.

To work with Learning Support and Teaching staff to identify and implement a range of strategies to improve student attitudes towards school. To look after the wellbeing of students and further develop their social and emotional skills.

## Main duties and responsibilities:

* To have a great understanding of our students and their needs, recognising those students who have specific behavioural difficulties
* To support staff in dealing with issues of disruption in class.
* To work alongside all members of staff to ensure the highest standards in the learning environment is fostered and maintained.
* To monitor student behaviour and ensure smooth transition between lessons.
* To speak with students about incidents; taking statements if appropriate and passing on this information to the most appropriate person for action to be taken.
* Recommend appropriate consequences to the senior leadership team.
* To record all incidents that have been dealt with each day through CPOMS and share with school staff if appropriate.
* To monitor CPOMS throughout the day (in particular at the end of the school day) and make phone calls home to parents/ carers.
* Termly behaviour reports per subject and analysis.
* To contribute to weekly pastoral meetings about best practice for the pastoral team and recommendations for improvement.
* To contribute to bi-termly student reports about the development of soft skills and the student’s examples of our school values: engagement, compassion, ownership.
* To patrol the site and immediate area of the school to ensure students are attending lessons and arriving punctually particularly at change of lesson.
* To ensure that activities of students at break and lunchtime activities of the students are coordinated and supervised effectively so as not to be detrimental to the well being of individuals or the student body as a whole.
* Follow school policies and procedures especially those relating to Child Protection and Health and Safety.
* Respect confidential issues linked to students.
* To provide support for children within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of class. Work with individual programmes devised by other professionals, e.g. speech therapists, occupational therapists, specialist teachers as necessary.
* Support all students and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.
* Participate and supervise pupils in off-site activities as directed by the Headteacher, SENCO and/ or class teacher, e.g. educational trips, walks etc.
* To provide 1:1 and small group nurture support activities as directed by SLT and class teachers across the school.
* To organise and maintain a programme of regular ‘emotional check-ins’ with those children identified as being in need
* To maintain the highest degree of confidentiality at all times
* Such other duties as the Headteacher may from time to time require.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary.  In addition, it may be amended at any time after consultation with you.

# Person specification

|  |  |
| --- | --- |
| criteria | qualities |
| **Qualifications  and training** | * Training relevant to supporting students with SEMH difficulties. |
| **Experience** | * Experience of working in secondary schools. * Experience of working with students who have SEMH difficulties (preferred but not essential) * Experience of working with students with additional educational needs (preferred but not essential) |
| **Skills and knowledge** | * Ability to work with students with SEMH difficulties. * Ability to work as part of a team. * Ability to relate well to children and adults. * An understanding of safeguarding and Child Protection and its importance within a school environment. |
| **Personal qualities** | * Ability to work under pressure and prioritise effectively. * Be easy-going and bubbly. * Flexibility, enthusiasm and commitment. * High expectations of students and high standards of your own work. * Commitment to maintaining confidentiality at all times. * Commitment to safeguarding and equality. |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 24th May 2023.