

## **JOB DESCRIPTION**

### **Pastoral and Learning Assistant**

FULL TIME (39.5 HOURS PER WEEK)

TERM TIME PLUS 3 ADDITIONAL WEEKS (INCLUDING INSET DAYS)

**Reporting To:** Senior Pastoral Leader

**Liaising With:** Teachers, other Pastoral and Learning Leaders, Senior Pastoral Leader, SLT, parents, feeder schools, any other relevant faculty and outside agencies.

**Role Purpose:**

- To support the personal development, learning and welfare of the pupils
- To ensure good order, discipline and appropriate behaviour
- To support the Pastoral and Learning team
- To maintain high standards of attendance (aim is 96%).

**Responsibilities:**

**Under the direction of the Senior Pastoral Leader and/or Raising Standards Leader and supporting Pastoral Leaders in:**

- Day to day monitoring of pupils' behaviour, attendance and wellbeing and intervention to ensure aims listed above.
- To support pupils with behaviour issues, liaising with and providing advice to teachers regarding strategies for individual pupils.
- Investigation of and intervention in pupil issues.
- Maintaining pupils' records.
- Managing and monitoring pupils on report.
- Liaising with Pastoral Leaders to support, manage and monitor pupils in isolation or Internal Exclusion.
- Liaison and contact with parents, including meetings, parents' evenings etc.
- To implement appropriate strategies to support poor attendance and lateness including instigating PSPs.
- To support the completion of referral forms, liaising with other relevant faculty as necessary.
- To mentor and teach students in small groups, or on a 1:1 basis as necessary.
- To act as one of the DSL team, taking part in relevant communication with outside agencies as necessary.
- To assist in the organisation and supervision of daily detentions.
- To support with transition events such as primary liaison, Y7 recruitment, transition & induction GCSE options, preparation for 6<sup>th</sup> form etc... in conjunction with the Senior Pastoral Leader.
- To liaise effectively with the SEND department to share relevant information and to co-ordinate support.
- To deliver small group work on resilience, emotional wellbeing etc. as directed by Senior Pastoral Leader or Raising Standards Leader.

- Help Pastoral Leaders prepare information as required by Senior Pastoral Leader, Raising Standards Leader and SLT.
- Sharing information with other relevant parties.
- Monitoring pupils who present behaviour concerns.
- Attend and contribute to all relevant meetings as per the school meetings schedule.
- To contribute to and support the implementation and review of PSPs in conjunction with parents and other members of the pastoral team.
- To liaise with internal and external agencies in order to devise and implement strategies to overcome barriers to learning – in collaboration with the Senior Pastoral Leader, Raising Standards Leader, SEND Department, SLT etc.
- To support pupils returning to school after a prolonged absence, or who are on part-time timetables.
- To supervise areas as directed by Senior Pastoral Leader and Raising Standards Leader before school on a flexible basis.
- To be part of the duty teams run by the school (before, during and after the school day) as specified by SLT. To be out of the office and monitoring behaviour during lessons and changeovers on a rotational basis.
- To be available to pupils at lunch time, break time and after school on a flexible basis.
- Produce letters and communications for parents / guardians with regard to behaviour, achievements and wellbeing.
- To support coaches and the Raising Standards Leader to organise Morning Meeting activities as appropriate, e.g. wellbeing & revision.
- To support and provide cover for other Pastoral and Learning Leaders as necessary.
- To support in the running workshops relevant to your year group, e.g. revision, resilience.
- To support application processes for pupils at key transition points, including internal applications for post-16 studies, UCAS etc, providing references as necessary.
- To assist in the presentation of assemblies to allocated year groups.
- To undertake cover of Morning Meetings and lessons as necessary.
- Hold responsibility for the secure storage and administration of medication for their allocated year group.
- Liaising with external agencies to seek advice, support and training where necessary to support pupils with medical conditions.
- To carry out, as requested, from time to time, any other relevant duties as may be reasonably required by the Senior Pastoral Leader, Raising Standards Leader, members of SLT, or the Principal

Specific accountability in addition to the above will be outlined explicitly in the Pastoral Handbook.

### **Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- To contribute towards the Trust's vision and ethos. This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;

- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for Turner Schools in dealing with external persons, and to be an admired and respected member of the team by internal faculty and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours

#### **Qualification/Experience Criteria:**

- Educated to degree level (preferable)

#### **Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools.
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the school's procedures in line with code of conduct/professional expectations.
- To undertake training as necessary.
- To actively engage in the performance development process.
- To be willing and enthusiastic in engaging with continuous professional development.
- To undertake any other duty as specified by the Senior Leadership Team not listed above.
- To be a key part of the life of the Turner Schools community, to support both the values, vision and ethos of Turner Schools and encourage pupils/students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the line manager or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....