

Nothing is impossible

Pastoral Support Assistant

Job Description

**RESPONSIBLE TO:** Pastoral lead and Head teacher

**DUTIES AND RESPONSIBILITIES:**

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home and school communication.
2. Liaise with teachers and encourage effective dialogue between parents/ carers and teachers regarding their child’s progress and wellbeing.
3. Provide advice and guidance to parents/carers to reinforce their self- esteem and ability to provide good parenting.
4. Share information on practical childcare and parenting skills,including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
5. To work with parents/carers to identify why children are not achieving good attendance and assist them to address this.
6. To work with the Headteacher to develop action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child’s learning.
7. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school.
8. To signpost families to sources of advice and guidance within the local community and via other agencies.
9. To liaise with other agencies supporting families and to make referrals to Early Help and other agencies as appropriate.
10. To maintain accurate records and share information with colleagues as appropriate and refer on as required.
11. Liaise with the school’s Designated Safeguarding Lead to ensure that the child’s welfare is paramount and any necessary action is taken at the earliest opportunity. To ensure that safeguarding records are up to date and accurate.
12. Comply with policies and procedures relating to safeguarding, Prevent, Keeping Children Safe in Education, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
13. To lead and organise the Sandown Young Carers group and sign post families to further support if necessary.
14. To undertake delegated duties under supervision from the SENCo.
15. To undertake cover supervision when required.

Person Specification

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| Our requirements of you | | | |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Professional qualifications** | * GCSE or equivalent in maths and English at c grade | * Higher level qualification * Safeguarding training * First aid training * Hold a clean mini bus licence | Application form |
| **Church School Aims and Values** | * Demonstrates the desire and the ability to nurture the distinctive Christian character of the school. | * Evidence of working with Church groups | Application form |
| **Personal Qualities** | * Committed to education and the wellbeing of every child * Highly effective communication skills * Highly effective organisational skills * Honesty and Integrity * Confidence, strength of character and emotional intelligence   Emotional resilience | | Application form  References  Interview |
| **Shaping the future** | * Is able to articulate a strong, clear vision for high quality parental engagement   Demonstrates a passion for enabling each and every pupil to achieve their best. | | Application form  References |
| **Working with children** | * Demonstrates personal enthusiasm for learning * Is an outstanding coach and mentor who supports others to reach and maintain this high standard * Demonstrates excellent strategies for behaviour for learning   Has successful experience of working in a school | | Application form  References  Interview  Task |
| **Developing self and others** | * Experience of working alongside colleagues to improve their practice * Can articulate strategies to develop life opportunities * Acts on feedback or self-evaluation in order to improve own performance * Demonstrates high expectations for self and others * Communicates effectively to a wide range of different audiences (verbal, written, using ICT as appropriate) * Able to prioritise, plan and organise own workload and that of others | * Has experience of dealing with conflict and managing challenging situations * Understands the role of CPD in raising standards * Experience of working in a federation and/or collaboration * Has experience of implementing the performance management process | Application form  References  Interview  Task |
| **Organisation** | * Demonstrates understanding of the need to develop and sustain a safe, secure and healthy school environment * Experience of implementing and sustaining appropriate management structures and systems * Able to think creatively to anticipate and solve problems | * Has experience of project management for planning and implementing change | Application form  References  Interview |
| **Accountability** | Experience of using a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life | | Application form  References |
| **Strengthening Community** | * Demonstrates ability to build and maintain effective relationships with families, schools, community and other partners to enhance the education of all pupils * Experience of working with other outside agencies for the wellbeing of all pupils and families   Experience of collaborating and working with other schools to improve outcomes | | Application form  References |
| **Safeguarding**  **and Equal Opportunities** | * Experience of safeguarding and promoting the welfare of children | * Evidence of promoting equal opportunities across all aspects of the school | Application form  References |