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

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| **Contract:** | Permanent, Term Time only plus five inset days |
| **Hours:** | 37 hours per week |
| **Salary:** | Kent Range KR6 (FTE £23,801, actual salary £20,839.19based on working 39 weeks a year) |
| **Responsible to:** | SLT |

**Overall Responsibility**

* The Pastoral Support team has responsibility primarily for supporting the Assistant Headteachers and 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.
* To triage pastoral concerns under the guidance of the Assistant Headteachers and indicate appropriate pathways for students.
* 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 wellbeing 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 Heads of Year and Assistant Headteachers to implement systems and procedures. Keeping a calm professional approach in all aspects of the Key Stage.

Further responsibilities include working alongside the Assistant Headteachers and Heads of Year with:

* 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 wellbeing 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.
* Support Heads of Year with celebrating student 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 students as identified by the relevant Assistant Headteacher and Heads of Year.
* Working with Heads of Year to monitor students on report.
* Supporting pastoral meetings with Heads of Year, ensuring minutes are taken and feedback given.
* Lead pastoral talks with students and feedback to staff and parents as required.
* Lead and support the mental wellbeing of staff and students as part of the mental health first aider role. 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 students on report, in consultation with form tutors, HOY and the Leadership Team.
* Liaising with the Heads of Year over students 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.
* 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.
* Complete a first aid at work training course and administer first aid as and when required.
* 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.

*Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

*The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.*

*I acknowledge that I have seen, understood and received a copy of the job description.*

*Signed:………………………………………………….. Date ………………………….*

*CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the SIP. This will mean focussing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.*

***Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.***

**Person specification - Pastoral Support**

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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 |  |