**DRAFT JOB DESCRIPTION**

**Job Title:** One-to-One Student Supervision/ **School:** DGGS

Pastoral Support Assistant

**Reports to:** Assistant Headteacher, SENCO **Current Grade:** KR 5 - £14,377.71 actual (£19,335 full-time equivalent)

**Job Holder’s Name:** Vacancy **Date:** March 2021

**Purpose of job**

To be responsible for supporting and contributing to the school’s student support systems as part of a team. To work under the instruction and guidance of the SENCO and individual teaching staff, to provide one-to-one student supervision for an identified student.

**Duties & Responsibilities**

* To provide one-to-one student supervision, to ensure safety and wellbeing, and to enable access learning.
* To encourage the student’s enjoyment, enthusiasm and independence in learning.
* To be responsible for developing, keeping and updating records as agreed with the SENCO and Heads of Year.
* To contribute to the overall ethos, work and aims of the school.
* To promote positive values, attitudes and good student behaviour in general.
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* To promote positive values, attitudes and good student behaviour in general.

**Supporting Specific Student(s)**

* Work under the direction of the teacher to provide support in order to facilitate the student’s learning, enabling them to maximise their access to, and participation in the curriculum.
* Establish a productive working relationship with the student(s), acting as a role model and setting high expectations.
* Provide constructive feedback and praise to the student(s) in relation to progress and achievement.
* Promote independence and employ strategies to recognise and reward achievement of self-reliance and development of skills.
* Facilitate the continuous education of the student(s) during any absence.
* Promote the inclusion of the student(s) within the school community, developing empathy in other student.
* Encourage the student(s) to interact and work co-operatively with others and engage all student in activities.
* Ensure the safety of the student(s) in the school environment and facilitate their movement around the site, as needed.
* Respond to the daily health needs of the student(s) and assess level of need for support.
* Accompany the student(s) on school visits when possible to ensure continuity of care.
* Work and communicate effectively with outside agencies where required.
* Work with other students when needed, under the guidance of the SENCO.

**General**

* Attend relevant in-service training.
* Supervise student on visits, trips and out of school activities as required.
* Administer and assess routine tests and invigilate exams/tests if required.
* Provide general clerical/administrative support as requested by SENCO/Assistant Headteacher.
* Attend meetings and take notes as necessary.
* Support the rewards and sanctions system.
* Work as required in other support areas to meet specific needs of workload tasks.
* Contribute to the school’s commitment to continuous improvement as identified in the School Development Plan.
* Participate in whole school activities that will occasionally require attendance outside normal school opening hours, e.g. Parent Consultation Meetings and Information Evenings.
* Carry out administrative tasks.

**Supporting the SENCO/Heads of Year**

* Assist the SENCO (and other professionals as appropriate) in the development of suitable programmes of support where needed.
* Be aware of, and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Provide administrative support to the pastoral team, for example to maintain student progress records.
* Establish constructive relationships and communicate with other agencies/professionals to support the achievement and progress of student, as required.
* Participate in the evaluation of the support programme.

### Experience

* Experience working with children of relevant age preferable.

**Qualifications/training**

* Very good numeracy/literacy skills.
* Appropriate first aid training (or willingness to be trained).
* Willingness to be trained in the specific medical equipment relative to the student

### Knowledge and skills

* Ability to work constructively as part of a team.
* Ability to relate well to children and adults.
* Ability to use ICT and other technology effectively.
* Understanding of principles of child development and learning processes.
* Ability to self-evaluate learning needs and actively seek learning opportunities.

**Agreed by: Approved by:**

*Vacancy Sharon Pritchard, Headteacher*

**Date: Date:**