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Job Description: Pastoral Support Assistant

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| **Based at:** | **Minster in Sheppey Primary School** |
| **Grade:** | **Kent Range 4** |
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| **Responsible to:** | **Heads of School** |

**Purpose of the Job:**

The purpose of this post is to support children and their families and reduce barriers to learning, which may occur as a result of something happening at school or at home. The Pastoral Support Assistant will work alongside all staff to provide an extra layer of support for pupils to ensure all pupils achieve their full potential.

**Key duties and responsibilities:**

* To work with children, developing positive relationships and providing appropriate support.
* To support children’s mental health and well-being by helping them to deal with worries and problems.
* Develop mentoring relationship with targeted pupils either on 1:1 basis or group basis to implement agreed action plans to enable pupils to fully access school and achieve their full potential.
* To facilitate group activities to address particular areas of needs e.g. restorative practice, friendship groups, SEMH groups.
* To be part of Connections meetings with other pastoral staff and members of SLT.
* To support children in developing social, emotional and behavioural skills within the school setting.
* Support and work alongside parents in addressing pastoral concerns impacting on their child’s learning and development.
* To provide lunch and social time support for groups of children.
* To devise and oversee a timetable of lunchtime activities to support pupil engagement and inclusion.
* Provide rapid support for pupils displaying behavioural/emotional difficulties during the school day and struggling to access the classroom/school environment.
* To support and empower families who may be experiencing difficulties.
* To support class teachers to write and evaluate pastoral support and behavioural plans.
* Under direction of members of the SLT to liaise with outside agencies if required.
* To keep accurate records of all interventions and share information with colleagues.

**In addition, all members of school community are expected to:**

* Display a commitment to child protection and safeguarding. Report to Heads of School any behaviour by colleagues, parents or children which raises concerns.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**The ideal candidate will:**

* Have at least GCSE Grade C or equivalent in maths and English
* Have had experience of working in schools.
* Understanding of various needs including ASD, ADHD,SLD,MLD, SEMH.
* Have strong behaviour management strategies.
* Be flexible and able to use their own initiative.
* Be able to work as part of a team.
* Have excellent communication skill.
* Be energetic, enthusiastic and have a passion for supporting children with their learning.