

**Assistant Pastoral Support Manager**

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| **Reports to:** | Senior Assistant Head Teacher/Pastoral Managers |
| **Salary/Grade:** | Kent Range 4 |
| **Hours/Weeks** | 37 Hours Per Week, Term Time only |
| **Job Purpose:** | To work with the Pastoral Team to support the welfare, behaviour and mental health of students. |
| **KEY ACCOUNTABILITIES AND RESPONSIBILITIES:**  **Assisting the Pastoral Support Team with Day to Day duties, including**   * Meeting with students to promote positive behaviour in lessons * Taking statements from students to remove barriers to learning * To assist the Pastoral Team with parent/staff meetings where appropriate * To liaise with subject staff and support staff to support students with their learning * To take on a mentoring role with selected students * To actively promote the schools character strengths * To assist the Pastoral Team in referring to outside agencies * Basic administration tasks – for example filing of students records, minute taking and data input   **Communication**   * To communicate with parents of students regarding student’s welfare * To communicate with parents about both the positive and negative behaviour of students throughout the school day using emails, letters and texts.   **Using Software and analysing data**   * To use behaviour software to analyse behaviour trends and communicate with staff and parents * To use databases to analyse and record information about students   **Safeguarding (as appropriate)**   * Complete appropriate safeguard training * Shadow CIN/CP reviews as required. * Referrals as per Aylesford School procedures. * Be trained to use the schools internal safeguard ICT systems   **Professional Development**   * Participate in the Schools Appraisal Programme * Undertake and be responsible for your own professional development.   **Staff Meetings**   * Participate in meetings and Professional Development activities at School   **Health and Safety**   * To ensure the health and safety of staff and students when working with * To be responsible for carrying out risk assessments in relation to health and safety where appropriate   **Additional Duties**   * As a member of staff working in a school setting you will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff. * To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. * To carry out such other duties which may be required from time to time, within the grading of the post. | |
| **Character Expectations**   * To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels. * To be professional, friendly, fair and firm with students, demonstrating the sort character that we wish them to emulate. * To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school. * To be a good role model and demonstrates the schools character strengths at all times. * To support and uphold the aims, values and ethos of the school. * To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect and modelling of good character * To maintain an appropriate and professional distance with students in more informal situations. * Use the school’s positive behaviour policy to deal with student behaviour in a manner which is   appropriate to the context.   * To celebrate and praise the achievements of staff and students. * To deal with students in a manner which conveys mutual respect. * Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way. * Be smartly and professionally dressed. | |
| **Miscellaneous**   * To continue personal development as agreed at performance review meetings. * To engage actively in the performance review process. * To play a full part in the life of the school community, to support its character ethos and to encourage staff and students to follow this example. * To comply with safeguarding policies at all times * To show a record of excellent attendance and punctuality. * The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.   ***Aylesford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***  It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Headteacher or other nominated person.  This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |