

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Job Title Pastoral Assistant (Secondary)
With responsibility for Pastoral Mentoring

Responsible to: Deputy Headteacher / Assistant Headteacher

Purpose:

To work within the pastoral team to support pupils by providing high quality interventions to ensure well-being, pastoral and academic needs are met. To work as part of the academy team to ensure children are safe from harm.

Key duties and responsibilities

Pastoral Assistant

- To support the Health and Welfare Officer / Family Liaison Officer in ensuring safeguarding and positive well-being of pupils in school
- To liaise with families to support pupils in school regarding attendance, behaviour, well-being and progress.
- To run intervention groups to support needs of pupils and parents.
- To undertake individual casework with students or facilitate group activities to address concerns regarding well-being/ behaviour / conduct including assisting in resolving relationship issues between students.
- To work with the Pastoral Team to identify appropriate support for targeted, vulnerable and at risk pupils.
- To provide high quality care and nurture for all pupils, providing support and guidance for all pupils in their personal development.
- To act as a mentor for targeted pupils and monitor their behaviour.

- To liaise with parents / carers regarding well-being and behaviour matters and support parents in implementing behavioural strategies at home to ensure positive family support in meeting the school's expectations.
- Under the direction of the Deputy Headteacher / Assistant Headteacher, collate and prepare information relating to assessments, statements and referrals to other agencies.
- To work directly with Heads of Year to support pupils and their families.
- To collect relevant information from pupils, collating this to support Heads of Year.
- To mediate between pupils to help to resolve any issues that may arise.
- To liaise with Heads of Year to identify and work with targeted pupils.
- Contribute to the development of policies relating to behaviour management and well-being and undertake training with staff groups to ensure a consistent approach throughout the school.
- To maintain and update records relating to student behaviour and safeguarding; sharing information with colleagues as appropriate.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Pastoral Mentoring Co-ordinator

Accountability

- Responsible for the day to day management of the pastoral mentoring programme ensuring that mentors and mentees have an efficient system to support their regular meetings, which includes appropriate areas for the meetings to take place.
- Responsibility for establishing and sustaining a support system for mentors that welcomes them into the school and provides for ease of access and communication and involvement in the life of the school.
- To ensure that the pupils on the pastoral mentoring programmes have regular performance reviews which include the views of all staff who teach / work with them, in order that progress can be monitored and their place on the programme evaluated.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

Pastoral Assistant (Secondary)

Person Specification

	Criteria
Qualifications	Knowledge and skills equivalent to national qualifications level 3.
Experience	Previous experience of working with students and families in the public, private or voluntary sector. Experience of advising / guiding others. Experience of facilitating group work.
Skills and Abilities	Knowledge of coaching / mentoring strategies. Ability to build rapport, engage and motivate others. Good interpersonal and excellent communication, listening and observation skills. Ability to deal with difficult/sensitive situations. Ability to manage confidential information. Organisational abilities and accurate record keeping skills. Good standard of IT skills Ability to work without immediate supervisions within the boundaries of the role. Good level of written English
Knowledge	Sound knowledge and understanding of behaviour management strategies, rewards and sanctions. Knowledge of barriers to learning. Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting.