



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB ROLE: Pastoral Support Assistant

**Reports to: Inclusion Lead**

**Grade: WFS Grade 4 (9-11)**

### JOB DESCRIPTION

#### **Overall Responsibilities:**

To support the pastoral needs of pupils in designated year groups – Years 7,8,9 (Key Stage 3) or Years 10,11 (Key Stage 4) to ensure that behaviour, safety, well-being and attendance targets are met for these students.

#### **Duties and responsibilities:**

- Be responsible for supporting Heads of Year in dealing with issues of behaviour, safety, well-being and attendance by investigating (including taking and collaborating statements) and resolving pastoral incidents such as poor behaviour, lateness, poor attendance.
- Support in communication and interactions with the Education Welfare Officer (EWO) and outside agencies as required.
- Liaise, communicate with and manage interactions with key internal staff, such as SEND support and communicate outcomes to others as appropriate.
- Organise and attend post FTE reintegration meetings and communicate the outcomes to parent and pupil meetings following FTE.
- Coordinate the implementation of Pastoral Support Plans for identified pupils and/or students.
- Support the effective running of the school's Inclusion Room. (including both behavioural isolation and safe space)
- Ensure appropriate records are maintained, as agreed by the Care and Guidance Team, including incident files, detention and Inclusion bookings.
- Arrange and attend any restorative meetings between staff and pupils required, for example after FTE or internal isolations.
- Take a role in ensuring high levels of pupil engagement in learning.
- Establish and maintain positive relationships and engagement with parents/carers.

- Work with students in isolation to identify triggers and reasons for behaviours and promote strategies to reduce repeated behaviours and promote more positive solutions.
- Support Heads of Year with administrative tasks.
- Liaise with relevant colleagues on safeguarding issues.
- Administration support where required.

## **General**

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

## PERSON SPECIFICATION

| Qualifications, Knowledge and Experience                                                                 |           |           |                         |
|----------------------------------------------------------------------------------------------------------|-----------|-----------|-------------------------|
|                                                                                                          | Essential | Desirable | Assessment              |
| GCSE English and Maths A* - C or equivalent                                                              | ✓         |           | Application / Interview |
| Evidence of further study and CPD                                                                        |           | ✓         | Application / Interview |
| Minimum of 1 year experience of working with students in a classroom or pastoral setting                 | ✓         |           | Application / Interview |
| Experience of working within a secondary school                                                          |           | ✓         | Application / Interview |
| Communicate effectively with students, parents and other colleagues at all levels orally and in writing  | ✓         |           | Application / Interview |
| Able to provide a high level of customer service to pupils, staff and parents.                           | ✓         |           | Application / Interview |
| Ability to work under pressure and meet deadlines                                                        | ✓         |           | Application / Interview |
| Ability to work with pupils and parents in potentially difficult situations                              | ✓         |           | Application / Interview |
| Have an understanding of strategies to promote positive behaviour and reduce inappropriate               | ✓         |           | Application / Interview |
| Commitment to safeguarding and equality                                                                  | ✓         |           | Application / Interview |
| Ability to keep sensitive information private and maintain confidentiality in line with GDPR guidelines. | ✓         |           | Application / Interview |
| Have experience of working with children with SEND                                                       | ✓         |           | Application / Interview |
| Personal Qualities                                                                                       |           |           |                         |
| Use initiative and work independently                                                                    | ✓         |           | Interview               |
| Work to high levels of accuracy                                                                          | ✓         |           | Interview               |
| Ability to communicate effectively and concisely.                                                        | ✓         |           | Interview               |
| Ability to build effective working relationships with students and colleagues                            | ✓         |           | Interview               |
| Highly organised and ability to work under pressure                                                      | ✓         |           | Interview               |