

<b>Job Title</b>	<i>Pastoral Assistant</i>
<b>Responsible to</b>	<i>Behaviour and Welfare Lead</i>
<b>Key Internal Contacts</b>	<i>Other staff within the education team</i> <i>Staff in other departments within the Centre</i> <i>Staff in other Centres in the Region</i> <i>Regional Office Staff</i>
<b>Key External Contacts</b>	<i>Student relatives, advocates, and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>Local Services – Statutory, Voluntary and Community Neighbours</i>

## **JOB PURPOSE**

To support and promote a positive, caring environment, which focuses upon and addresses the needs of each individual child or young person.

The role exists to guide all staff in the support approaches most successful for the inclusion of young people in the classroom to ensure that continuous learning is achieved during learning phases in the school.

To provide direct support to young people in crisis and who require additional care throughout the school day and to oversee and contribute to the wider planning around the holistic development of young people in the long term.

To work alongside the Head of Behaviour and welfare to implement strategies, processes and approaches that are in fitting with the school's approach.

## **KEY TASK AREAS & RESPONSIBILITIES**

### **Key Expectations**

- Ensure that all policies, procedures and practices reflect the school's commitment to the importance and value of the individual. It is therefore your task to challenge and change any policies, procedures or practice which is discriminatory or prejudicial and which does not reflect or promote the ethos of the school and ensure that they successfully reflect good practice
- Ensure that all children and young people are treated with dignity and respect, in an environment, which reflects the importance of, and their right to be treated as valuable worthwhile individuals.
- Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation.



- Where deemed necessary by the Head teacher - To support class teachers by assisting in classroom management and by providing basic supervision and day care skills in relation to pupils.
- To assist in developing and implementing individual educational and behavioural programmes.
- As Pastoral assistant you are expected to maintain strict confidentiality in all areas of your work.

### **Designated Areas of Responsibility**

- Deployment, support and supervision of the Pastoral intervention assistants during the day in conjunction with the Head of Education and Behaviour and Welfare lead.
- As Pastoral assistant, you will be expected to assist the Senior Leadership Team in ensuring that:
- Adequate levels of staffing are available at all times and targeted in the right place to ensure a safe working environment
- You are accessible to all members of the teaching team and pastoral intervention assistants
- Establish a clear network for the delegation of responsibility within the wider team by not managing behaviour for staff.
- Adequate support and direction is given to Pastoral intervention assistant
- Set up and maintain a system of structured supervision of staff, which is both evaluative and developmental, and one, which promotes good practice.
- To apply Performance Management systems in the school, which would enable staff members to receive an annual appraisal.
- Support the writing and fulfilment of day pastoral care systems and rota's (e.g. breaks, lunchtime etc.).
- Oversee and administer rewards and the points system for your area of the school.
- Track behaviour trends each day, lead the end of the day briefing and report trends to senior team briefings.
- Maintain the records on sleuth for your areas (primary/secondary)
- Run community led projects and on site work experience for young people.
- Deliver inset on pupils needs and the outcomes of tracking data and reports you have produced.
- Support young people on an individual basis.
- Identify the training needs of Pastoral so as to promote their personal and professional development.
- To motivate and enable staff members to meet their full potential as effective practitioners of 'High Quality Pastoral Care'.
- To operate the schools Internal Quality Assurance, Monitoring and Self Evaluation procedures for Pastoral
- Contribute to the development and continuous review of policies, which govern the operation of the school. Whilst enabling the staff team to remain actively involved in policy development.
- Attend and take an active role in meetings.
- To take responsibility for the daily running and management of the school logging systems



- Promote and maintain effective channels of communication within the school, organise and Chair Pastoral meetings
- Take responsibility for the monitoring of R.P.I. statistics.
- Contribute to the annual review process by providing appropriate reports in line with School policy and procedure.
- To attend LAC meetings where appropriate and provide appropriate reports in line with School policy and procedure.

### **Outside Links**

- To develop and maintain links with the community outside of the school whilst also ensuring you form professional links with other agencies or professional bodies.
- Promote 'Partnership' with parents / families or carers.
- To escort children from and to home.
- To liaise closely with parents, encouraging a partnership in the personal, educational, and social and emotional development of the child.

### **Accountability**

- As Pastoral assistant, you are accountable to the Head of Education and Headteacher, and therefore it is your duty to inform them of all matters relating to day care within the school.

### **Personal Responsibility**

- As a Pastoral assistant, you must take a personal responsibility for ensuring you cater for your own training needs, and that you remain aware of all current issues in your field of work.

Due to the nature of your work, circumstances may arise which are unpredictable, and you may be required to carry out duties that are not outlined in this Job Description but are requested by the Head Teacher. On such occasions, we will strive to give you adequate notice and guidance of these duties.



**PERSON SPECIFICATION**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience working in a challenging educational environment	✓	
Successful experience of working with students with social, emotional and behavioural challenges	✓	
Experience of implementing and monitoring the impact of communication & behaviour strategies.		✓
Willingness to undertake and use where appropriate Physical Intervention training	✓	
Knowledge of SEN and impact on behaviour		✓
Knowledge and experience of strategies to support students with social, emotional and behavioural challenges	✓	
<b>Skills</b>		
Ability to work on own initiative and in teams	✓	
Basic IT skills	✓	
An ability to use data to understand target setting and track student progress/apply appropriate intervention		✓
Excellent communication skills	✓	
Ability to plan, prioritise, delegate, organise self and others; manage, monitor, evaluate and review one's own work and that of others	✓	
Ability to work on own initiative and in team	✓	
Ability to build strong professional relationships with students	✓	
Ability to keep calm and work effectively under pressure	✓	
<b>Qualifications &amp; Training</b>		
Evidence of relevant further, relevant professional development		✓
A commitment to professional standards, quality and continuous improvement	✓	
High standard of literacy and numeracy skills	✓	
<b>Other</b>		
Commitment to the values of the Organisation	✓	
Driving licence and access to a car		✓