

## Pastoral Support Assistant

### Purpose of Job

- To manage pupils' behaviour, delivering high quality care and support for emotionally vulnerable young people.
- To work in close collaboration with the Pastoral Manager for Senior Staff to maintain a consistent approach and service delivery to the young people.
- To practice with a high degree of competence, with the aim of reducing barriers to education and independent social interaction, leading to all pupils achieving their potential.
- To co-ordinate, all services in school to provide integrated provision for pupils.
- To work and develop pupils resilience and skills within lessons and around the site to improve their engagement in their own learning.

### Key Result Areas

- Provide "front-line" intervention support during the school day to respond to and minimise incidents arising from pupil behaviour, provide initial counselling and guidance and support to enable pupils to return to lessons.
- Provide support to the Pastoral Manager to plan and implement supervision rotas and activities during lesson breaks and work with pupils on an informal basis to maintain good behavioural standards.
- Monitor pupil behaviour on a daily and weekly basis to provide management information, ensure accurate recording of incidents for case external meetings and reviews in response to any escalating individual problems.
- Ensure the consistent application of the school behaviour policy by working with staff and pupils on a planned basis to develop awareness and understanding of acceptable standards, implement and review strategies for behaviour improvement and coping skills.
- To liaise with all relevant professionals within school to provide integrated support for specifically identified pupils.
- To liaise with families/carers/other agencies to enhance in school integrated support services.
- Ensure appropriate records are kept in respect of physical interventions, incident records, communication with parents, class attendance and behavioural support recording.

### Responsibilities

- With the Pastoral Manager and Assistant Headteacher, ensure the consistent application of the School Behaviour Policy.

- Implement agreed strategies to manage and improve the behaviour of pupils, focused on key individuals.
- Monitor and analyse the behaviour of pupils using the online behaviour management system.
- Assisting and managing the return of pupils back to the classroom.
- Provide an on-call response to support teaching and learning.
- Liaise with teaching staff to support teaching and learning.
- Support pupils in following the rules of the school, to enforce school behaviour expectations.
- Update School Behaviour Policy, in discussion with SLT, on at least an annual basis.
- Update pupils Risk Assessments.

#### Principal Accountabilities

- Support the SLT and all staff in the management of behaviour by establishing policies, practice, codes and standards and ensuring their consistent application on a day-to-day basis.
- Plan and provide a “front line” support service by responding to and defusing incidents and by working with individual pupils and staff to enable pupils to cope with difficult situations and participate in learning opportunities.
- Monitor pupil behaviour on an individual and collective level to provide management information reports and recording and reviewing of individual behaviour to assist in behaviour modification programmes.
- Work with Teachers and youth coaches to develop and implement teaching and learning activities that will enable students to understand and exercise individual and social responsibility.
- Establish and implement effective morning and afternoon handover procedures and processes to ensure that pupil support staff and teaching staff provide a consistent approach to discipline and behaviour.
- Ensure that codes of practice for staff and pupils are adhered to and that the use of sanctions and rewards is consistent and appropriate to the overarching policy on behaviour.
- Support the development of behaviour management by supporting and assisting staff to develop skills, standards and professional practice that will minimise disruption to learning, incident levels and damage to property and equipment.
- Liaise with external agencies, parents and referring bodies as appropriate to ensure that pupils are effectively supported and incidents of unacceptable behaviour are highlighted and managed as appropriate.
- Implement agreed strategies to manage and improve the behaviour of pupils.
- You will be required to work 1:1 with young people assigned to you.

Whilst performing day-to-day duties the post-holder will need to be physically and mentally fit to undertake necessary physical duties including pupil violence, bad language and when required, physical intervention of pupils. Whilst performing day-to-day duties the post-holder must demonstrate a calm and collected frame of mind especially with pupils displaying anger and challenging emotions.

This job description and specification is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by post holder. However, the job description can never be fully exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience, and the situation.

### **About the Role**

The post holder will manage and work as part of a team supporting the learning and behaviour of students. The post holder will provide practical support for individual students and work with the whole school to promote positive behaviour management.

### **Support to Students**

- To provide individual support or activities for students at risk of becoming disaffected or disengaged, in lessons, during break times, lunch times and on educational visits as appropriate
- To work with individual students to raise awareness of appropriate behaviour and responses in the classroom and around school, providing them with feedback as to their progress
- To calm and diffuse difficult situations involving students

### **Support to Staff**

- To provide positive role models for other support staff
- To maintain dialogues with key people around individual children's needs (for example: Community Leader, Pastoral Leader, form tutor, Class Teacher, Youth Service and Education Welfare)
- To provide other adults in school additional support in behaviour management through observation, shared planning and working alongside colleagues
- To monitor and evaluate responses and progress against action plans through observation and planned recording, feeding back to appropriate staff
- To assist in the taking of statements for any student involved in an incident that requires further investigation

### **Behaviour Improvement Activities**

- To manage and organise resources and daily documentation. This may at times involve obtaining work from teachers and returning it for assessment
- To work as directed in classrooms and behaviour management areas with students
- To organise and develop resources, maintain supply and condition of resources and general upkeep of the department area

### **Who we are looking for**

- Evidence of continuous professional development in behaviour management
- Experience of working with families and young people who have challenging behaviours in a variety of settings including secondary education
- An awareness of the current issues affecting young people
- Experience of managing in a multi-disciplinary team

- Experience of working with outside agencies
- Trained in counselling/behaviour management and child protection
- Knowledge of basic Microsoft packages: Word, Excel, Outlook and PowerPoint – supported by achievement of ECDL or similar

**Skills, Abilities and Knowledge**

- Effective behaviour management skills
- Good oral and written communication with students and adults
- Strong problem-solving skills
- Ability to respond to challenging circumstances in a positive manner
- Good interpersonal and organisational skills
- Ability to prioritise own workload, meet deadlines and to work independently
- Able to work in a calm, efficient and safe manner