



Bricklehurst Manor School

JOB DESCRIPTION: **Pastoral Support Assistant**

Reports To: **Senco / Headteacher**

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Purpose of Job:

To assist the Pastoral Support Team in developing the school as a high quality specialist provision for pupils who have a range of social, emotional and mental health needs and also pupils who have been diagnosed with autism or demonstrate behaviours associated with autism. This will be through providing the highest standards of pastoral care for all pupils, of all abilities, in a safe and orderly learning environment which provide high standards of behaviour. It is essential that you will be able to support the teaching team in addressing the needs of all pupils but especially those pupils who need particular help with behaviour management to overcome barriers to learning. Safeguarding the welfare of the young people in our care will be your primary responsibility. All the duties outlined are carried out under the direction and supervision of the Headteacher.

1. Provide support, encouragement and pastoral care to pupils at the school;
2. Work with a range of stakeholders, parent/carers, support staff, onsite therapy team, outreach agencies and other schools to ensure the continuity, development and progress of individual pupils;
3. To share the school's responsibility to support and promote the learning, personal development and well-being of all students.

General Responsibilities

The post holder will:

- Safeguard and promote the welfare of children and young people;
- Work in accordance with professional practice, statutory and legal requirements and the policies of Bricklehurst Manor School;
- Take on specific tasks related to the day to day administration and organisation of the school;
- Establish and maintain a positive learning environment in which the pupils' behaviour is well managed and within which social, emotional and learning needs can be met within a supportive framework;
- Support the Headteacher in assisting staff to ensure they understand and are actively implementing the key aspects of the school's behaviour and inclusion strategies;
- To record relevant educational, social and behavioural information within an agreed framework;
- To promote the social and emotional development of children through positive approaches that will encourage appropriate relationships and the development of self-esteem;
- Take responsibility for specific areas of work which will be reviewed annually then negotiated and agreed within the performance management cycle and school improvement process;

- Contribute to the life and community of the school in all of its aspects;
- Take on any additional responsibilities, which might from time to time be determined.
- Check, collate and analyse incident data on school systems.

Teaching and Learning

- Report, record, assess and contribute to the written and verbal assessment of the personal, social and behavioural needs of a pupil or group of pupils attending Bricklehurst Manor School;
- Provide information and advice to enable pupils to make choices about their own learning and behaviour;
- Support the challenge and motivation of pupils, promoting and reinforcing self-esteem;
- Support pupils' access to learning using appropriate strategies and resources;
- Assist with the gathering of information and updating of records and contribute to the review of systems or records;
- Assist with the supervision of pupils on visits, trips and out of school activities as required.

Behaviour Management

- Assist the SLT in the upkeep of the school's tracking system and incident recording;
- Have the ability to identify and de-escalate potential problems before they escalate and be able to develop strategies to promote the positive behaviour of pupils;
- Assist the Headteacher in leading the school in behavioural professional conduct, and as such:
 - taking responsibility for the development, implementation and monitoring of behaviour plans
 - analysing/looking for trends in behaviour;
 - maintaining acceptable levels of behaviour and control (as agreed by Headteacher) among the pupils attending the school, safeguarding their health and safety when they are authorised to be on the school premises and when pupils are engaged in authorised school activities elsewhere.

Pastoral Care

- To develop effective strategies for pupils refusing to attend or removed from class;
- To respond to conflicts and situations as they arise. Defuse situations and develop strategies for those involved in conflict;
- To work with the onsite therapy team to develop individual support plans for our more vulnerable young people;
- To work with small groups on identified issues such as self-esteem, friendship issues, behaviour, bullying etc.
- To develop a self-referral system for pupils e.g. a listening ear, and/or a peer support initiative;
- To be able, during lunch and break times, to deal with immediate situations as they arise. However, as the role develops, the post holder may see the need or value of starting and facilitating a lunchtime club within the school;
- To develop ideas and explore the possibility of an activity day/week during the school year.

Pupil Care and Welfare

- Be familiar with and supporting all staff in following the school's safeguarding policy;
- Be familiar with and comply with; policies and procedures relating to child protection; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.

Managing own Performance and Development

The post holder will support the school by:

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person;
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop;
- Contributing to the overall ethos/work/aims of the school;
- Appreciating and supporting the role of other professionals;
- Attending relevant meetings as required;
- Participating in training and other learning activities and performance management as required;
- Assisting with the supervision of pupils out of lesson times, including before and after school and at breaks / lunchtimes as required;
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required;
- Achieve challenging professional goals;
- Take responsibility for your own professional development;
- Undertake Team Teach training as directed by the school.

Health and Well-Being

The post holder will:

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people;
- Know how to identify potential child abuse or neglect and follow safeguarding procedures;
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

Team Working and Collaboration

The post holder will:

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Other Duties and Responsibilities

A job description can never be fully descriptive and 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.

