

Pastoral Assistant

Job Description

Job Title
Pastoral Assistant
Salary
Support Staff - Grade 13, Point 6-11
Responsible to
SENDCO
Hours
37 hours Term Time plus 1 weeks (36 working weeks) Permanent

Job Purpose
To contribute to the pastoral care of all students in the school and to take specific responsibility for student wellbeing.

Main responsibilities and duties
Coordination of Provision - Support the day-to-day operation of Springboard creating a safe and inclusive learning environment. - Support the implementation of individual timetables and programmes for students accessing Springboard as directed by the SENDCO and other relevant staff. - Deliver targeted 1:1 mentoring sessions and small-group interventions in line with agreed plans. Student Support & Reintegration - Support the reintegration of students from home to Springboard and from Springboard to mainstream lessons. - Supervise and guide students to complete work in line with curriculum aims to support integration. Monitoring & Data Tracking - Maintain accurate, up-to-date records of interventions, progress, and safeguarding concerns using school systems - Record and monitor attendance, punctuality, and academic progress of students accessing the Springboard and escalate concerns to the Pastoral Manager - Maintain accurate records of intervention and contribute information for reports for the Senior Leadership Team (SLT) as required.

Liaison

- Act as a contact for parents and carers of students within Springboard, liaising with the SENDCO and other staff as appropriate in contributing to regular review meetings.
- Liaise closely with the SENDCO, Heads of Year, and teaching staff to ensure student needs are met in mainstream classrooms.
- Support liaison with external agencies (e.g., CAMHS, Educational Psychologists, Social Services) engaging with the professional advice provided.

Other Specific Duties

- Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days
- Undertake other responsibilities as determined by the Headteacher, following consultation

Special notes of conditions

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

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

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Person Specification



Category	Essential	Desirable
Education and Training	• Educated to a good standard • Recognition of the need for continuing development and training	Evidence of recent professional development relevant to the post
Knowledge, skills and experience	• Excellent communication and interpersonal skills • Ability to engage constructively with, and relate to a wide range of young people parents/carers, from different cultural and socio-economic backgrounds • Competent in the use of ICT • Ability to work as part of a cohesive team • Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement • Able to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school • Ability to work in a way that promotes the safety and wellbeing of children and young people • Ability to maintain a non-confrontational approach • Ability to plan and prioritise own workload and manage conflicting demands • Willingness to participate in further training and developmental opportunities offered by the school.	• Experience of working within, or alongside, an educational setting • Experience of working successfully with disaffected students, including those with social, emotional and mental health needs and challenging behaviours
Personal Qualities	• Seek to work collaboratively and resolve conflict • Willingness to constructively challenge the work of self and others to continually improve own and team performance • Empathy	

	• Cheerful outlook • Resilience • Positive, can-do attitude • Flexible approach in relation to work undertaken • Ability to maintain principles of confidentiality and discretion • Possess a positive and sympathetic philosophy towards working in a Church of England boarding school • Value the contribution that each individual brings to the school community • Respect and value diversity and promote equality • Promote and model mutual respect	
Additional requirements	• Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK • 2 professional references • Shortlisted candidates may be subject to online searches	