



SEAX Multi-Academy Trust

Employee's Name

Employee's Signature Date

Pastoral Assistant

Job Description & Person Specification

Job Title:	Pastoral Assistant
Grade:	Scale 5 (Points 10-13)
Based at:	The Hawthorns School
Reports to:	Assistant Headteacher, Headteacher
Responsible for:	n/a
Liaison with:	School staff, pupils, parents/carers, outside agencies
Job Purpose:	Under the direction of the Pastoral Manager, provide administrative and practical assistance for the Pastoral Department, in promoting student well-being in order to improve learning, in conjunction with teaching staff and SLT, as appropriate.
Principal Accountabilities:	• To function as a key member of the Pastoral Team, ensuring timely prioritisation of key tasks • To assist the Pastoral Manager in providing a professional, efficient and effective pastoral support service to the school



Duties:

- To assist the SLT in conducting investigations into pupil disciplinary issues and/or allegations about other pupils
- To arrange meetings with parents, attending as appropriate
- To respond to individual pupils' needs by implementing a range of strategies, including basic counselling
- To ensure that Child Protection matters are passed to the Named Person in accordance with statutory and school policy
- To contribute to PSPs and to the disciplinary hearings of pupils who are permanently excluded
- To collate and provide work for excluded pupils
- To obtain and analyse weekly/fortnightly printouts from the Office Attendance Assistant regarding pupils' attendance and punctuality
- To act as the link with the EWO and, in liaison with him/her, receive and check data on attendance and punctuality; taking any necessary remedial action
- To liaise with outside agencies, as necessary e.g. SENAPS, LDG, Counsellors, Family Conferencing Service, EP
- To liaise with the SENCO and LSAs as appropriate
- To continue the development of the anti-bullying programme through liaison, in particular, with the peer support team
- To monitor the attendance of each tutor group and overseeing the school's attendance award scheme
- To provide administrative support for, and promote the use of, the Rewards System, particularly in relation to form tutors
- To maintain records on the correct database system relating to pupils' behaviour/sanctions/rewards
- To maintain and update displays and information on the Year Group notice boards, celebrating individual and group successes
- To attend SLT meetings and School Council meetings, as required
- To attend and contribute to information meetings, on occasion
- To gather feedback and ideas from pupils that helps to improve procedures and practice e.g. through surveys and similar

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change 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.

Person Specification: Pastoral Assistant

Qualifications & Experience			
Detail		Example	Desirable
Specific qualifications & experience	Successful experience of working with children in a school/early years environment	✓	
	NQF Level 3 in learning support/early years or equivalent qualification/experience	✓	
	Specialist relevant qualifications in mental health, attachment and trauma	✓	
Knowledge of relevant Procedures	Knowledge of First Aid		✓
	Good knowledge of appropriate procedures, regulations and guidance	✓	
Literacy	NQF level 3 or equivalent in English	✓	
Numeracy	NQF level 3 or equivalent in Maths	✓	
Technology	Good working knowledge of ICT to support learning and for administrative/organisational effectiveness	✓	
Communication			
Written	Ability to write detailed reports, complete returns and write complex letters	✓	

Verbal	Ability to use clear language to communicate information unambiguously	✓	
	Ability to listen effectively	✓	
Languages	Specialist language/communication skills if appropriate	✓	
Negotiating	Ability to negotiate effectively with adults and children	✓	
Working with Children & Others			
Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy	✓	
SEND	Successful completion of training to support SEND if appropriate	✓	
	Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion	✓	
Curriculum	Good understanding of the school organisation, timetable and learning and pastoral support systems	✓	
Child Development	Good understanding of child development and pastoral issues such as inclusion and transition	✓	
Health & Well being	Understand and support the importance of physical and emotional wellbeing	✓	
Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers	✓	
	Ability to work with parents and carers to improve support for children	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of adults	✓	
Information	Contribute to the development and implementation of effective systems to share information	✓	
Responsibilities			
Organisational skills	Good organisational skills	✓	
	Ability to remain calm under pressure	✓	
Line Management	Ability to manage and support the work of others	✓	

Time Management	Ability to manage own time effectively	✓	
	Ability to meet deadlines	✓	
Creativity	Demonstrate creativity and an ability to resolve problems independently	✓	
General			
Equalities	Awareness of and promotion of equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Good understanding and effective implementation of Child Protection procedures	✓	
Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality	✓	
	Understanding and implementation of the Trust's Data Protection Policies	✓	
CPD	Demonstrate a clear commitment to develop and learn in the role	✓	
	Ability to effectively evaluate own performance	✓	