

Pastoral Assistant

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

Hobart High School, Loddon

Salary

Scale E
Starting at point 7

Hours of Work

7 hours per week
Term time plus one week - 39 weeks per year
8.00am – 4.00pm
1 hour lunch

Core Purpose

This will be a role to work within the Guidance Team to support with the positive behaviour management, attendance and pastoral care of students across the school.

Reporting Lines

Report to the Assistant Headteacher (Guidance)
Working under the general direction of the Heads of Year

Key Responsibilities

- To work as part of the Guidance Team and attend Guidance Team meetings.
- To address student needs as they arise.
- To be a key home/school link, dealing with queries from parents/carers.
- To assist with students on daily report – issue and check. Refer on any problems or concerns and liaise with parents and staff regarding student progress.
- To undertake accurate record keeping and admin for student pastoral files.
- To take minutes/notes of meetings as appropriate.

- To liaise with staff and co-ordinate / distribute work to be sent home for students who are suspended or who are in the Internal Exclusion Unit (IEU).
- To monitor and work 1-1 with identified students.
- To work/assist with small group work activities.
- To assist with the organisation, administration and setting up of key year group events.
- To work alongside staff with whole school initiatives eg. Anti-bullying group, student leaders.
- To assist with the organisation of, and where appropriate, attend meetings with external agencies to support students and their families.
- To be available for 'on call' or supervision of IEU rotas as required.
- To carry out administration relating to student workshops, drop in sessions or appointments with external agencies working in school.
- To uphold school rules, address issues relating to uniform and encourage positive behaviour and attitudes.
- To work alongside the school Attendance Officer to support students and families with issues linked to attendance.
- To be part of a team monitoring late arrivals.
- To provide first aid for students and staff as part of the first aid rota team - training will be provided.
- To support with the organisation of arrangements that provide medical care for individual students.
- To be a champion of anti-bullying approaches and provide support for victims / perpetrators of bullying.
- To support reflective and restorative approaches used within the guidance team through delivering activities and leading meetings with students.
- Through the direction of the Designated Safeguarding Lead, provide additional support for our most vulnerable families.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.

- Assist in the development of academy policies when requested and effectively implement all academy policies within the department.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.
- Undertake other tasks as required by the line manager or Head of School.
- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Assist in the development of academy policies when requested and effectively implement all academy policies within the department.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE's (Including English and Maths) or equivalent Hold First Aid qualification or willingness to undertake training. 	
Experience	<ul style="list-style-type: none"> Good communication skills with people at all levels. Experience of working with young people in a Pastoral support function within an educational setting/secondary school. 	<ul style="list-style-type: none"> Knowledge and understanding of and ability to apply positive behaviour management strategies.
Skills and Personal Attributes	<ul style="list-style-type: none"> Good ICT Skills. Good understanding of child development and learning processes and the ability to work with young people. Able to gain respect of students. Ability to working within set time constraints, prioritise and meet deadlines and organise workload. Work constructively as part of a team. Ability to work with a range of staff, age groups/people. Likes working with young people. Assertiveness. Approachability. Good listening and communication skills. Good attendance record. Patience, stamina and resilience. Calm under pressure. Attention to detail. Honest and reliable 	<ul style="list-style-type: none"> Constantly improve own practice/knowledge through self-evaluation and learning from others. Working knowledge of relevant policies/codes of practice/legislation.
Equal Opportunities	<ul style="list-style-type: none"> A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity. 	
Safeguarding	<ul style="list-style-type: none"> Although understanding of up-to-date safeguarding requirements and best practice. 	
Other Requirements	<ul style="list-style-type: none"> Awareness of Health & Safety procedures An understanding of data protections in relation to ICT issues. Ability to work flexibly and outside of normal working hours if required. Full UK driving licence. 	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.