

Job Description

Details of Post

- Title: **Pastoral Support Assistant**
- School/ Federation/ Academy/Trust: **Trusted Schools Alliance**
- Reporting to:
- Main Workplace: **Belvidere School**
- Grade and SCP: **Grade 6 (SCP 8-11)**
- Hours: **37 hours per week**
- Working year: **Term time Plus 5 PD Days (39 weeks)**

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

This role involves working as part of a team of pastoral staff at the school. This post is an active role within the school. It includes helping organise pupils, collecting students from classes, helping to run and administer the school's detention system, investigating incidents within school, supporting pupils through pastoral interventions, communicating with parents and carers, as well as undertaking break and lunch time duties. In addition to this the post-holder will be expected to support the other Pastoral staff and senior leaders in their day-to-day work with pupils.

Person Specification

We are looking for a person with the following skills:

1. A person who gets on well with 11-16-year-olds
2. A person who is well organised and thorough
3. A person who is calm but assertive
4. Someone who works well within a team and is prepared to "get stuck-in" as required
5. Someone who can listen well but also to make sensible judgements and decisions
6. A person who is confident when working and liaising with parents and teachers as well as pupils
7. A basic level of ICT skills allowing the post-holder to access school management and information systems
8. A person who is able to think for themselves and predict the likely issues arising during the day-to-day running of the school

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school

- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher
- Any other duties that would be reasonably be expected of the post holder
- Will need to undertake an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Safeguarding

Be aware of and comply with safeguarding responsibilities as responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

Other Duties

Any other duties that the Headteacher / CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Review and Signatures

This job description is subject to review by the Headteacher / CEO / Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.