

## Pastoral Assistant

### JOB DESCRIPTION

**Salary:** Grade G £26,873 - £28,770, Actual salary: £19,737 - £21,130 per annum

**Hours of work:** 8:15–15:15

**Contract type:** Permanent

### A bit about us:

We are a small mixed 11-16 comprehensive school catering for students from widely varied backgrounds. We are a fully inclusive school and are passionate about empowering all students to succeed, and taking an active role in our local community enhances this.

Our core values are supporting students to be 'Resilient', 'Responsible', and 'Respectful'.

### All about the role:

We are seeking an enthusiastic and highly motivated individual to work within our school pastoral department.

The purpose of the role is to support student welfare and behaviour, under the guidance of the pastoral team. To support students to make the right choices regarding their learning, their behaviour, emotionally and socially within the school and the wider community. To be proactive and reactive to situations involving students' needs.

Main duties will include:

- Organise and prioritise pastoral and behavioural issues with the Pastoral Lead
- Manage the school reflection room and welfare hub under the direction of the pastoral lead.
- Manage students on "Reports" at the direction of the Pastoral Team.
- Regular behaviour walks to prevent and address issues around the school.
- Support students to get back into lessons.
- Develop pastoral logs on identified students.
- Prepare documentation and take minutes of meetings (outside agencies within school).
- Engage in other work that will help to support students' behaviour, wellbeing and academia.

### Find out more and apply:

For further information or to arrange a visit to the school, please contact Wendy Assirati, School Business Manager, on 01672 565000.

Details on how to apply for this position can be found on our school website: <https://pewseyvale.org/join-us/staff-vacancies/>

**Closing date (and time):** Sunday 3rd November 2024 at 12pm.

**Interview date:** w/c 4th November 2024

**Commencement date:** ASAP.

*We reserve the right to close this advertisement early should the required number of applications be received.*

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.*