

## School Support Staff

### Job Profile

<b>Reference:</b>	SCH559	<b>Grade G</b>
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<b>Job Title:</b>	Pastoral Assistant
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<b>Main Job Purpose:</b>	Responsible for student welfare and behaviour issues, under the guidance of the Pastoral Team. Ensure pupils have opportunities for learning intellectually, emotionally and socially, as individuals, members of a mixed ability tutor group, members of the whole year group, and as members of the wider community.
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Main Duties	
1.	Organise and prioritise pastoral and behavioural issues with the Pastoral Team.
2.	Manage students on “Reports” at the direction of the Pastoral Team.
3.	Patrol and retrack students who have been temporarily withdrawn from certain lessons and monitor work set.
4.	Support students to get back into lessons.
4.	Coordinate support for students with social, behavioural and emotional difficulties, either long or short term, making links with sources of support as appropriate.
5.	Develop pastoral logs on identified students.
6.	Prepare documentation and take minutes of meetings (parental, outside agencies within school).
7.	Issue programmes of work for students who are school refusers.

### **Supervision and Management**

The job holder has no regular supervisory responsibility for staff but assists in work familiarization of peers and new recruits.

### **Creativity and Innovation (i.e. Problem Solving)**

The work is largely regulated by laid down procedures but the job holder solves problems encountered in matters such as developing individual re-tracking programmes/support programmes for students; designing formats for improved communication within the school on pastoral matters.

### **Key Contacts And Relationships**

The SEND Pastoral Assistant will liaise with the Pastoral Team, Parents, Learning Support, the School Counsellor and other agencies as appropriate in terms of providing necessary pupil support, especially for those high maintenance pupils deemed at risk of not completing their full course of education.

The Pastoral Assistant will necessarily be liaising with various teaching staff and other agencies as appropriate in terms of providing pupil support.

### **Decision Making**

The work is carried out within clearly defined rules and procedures involving decisions such as discretion in giving sanctions for minor infringements; discretion on contacting parents; discretion on making minor modifications to programmes of support. The jobholder makes recommendations eg type of support programme to Pastoral Team, Tutor, EWO and parent; to individual students on personal and social interaction and emotional management.

### **Resources**

The jobholder is regularly accountable for the accurate handling and security of incoming monies for school trips, which can total up to hundreds of pounds.

<b>Working Environment</b>
<p>There are frequent interruptions by students, but this is the nature of the post. The job involves resolving some conflicting priorities, particularly as they relate to crisis situations.</p> <p>The jobholder comes into contact with students and parents who can be difficult to work with.</p>

<b>Knowledge and Skills</b>
<p>The jobholder requires a good standard of practical knowledge and skills in supporting young people, building relationships with parents and a range of professionals, learning support techniques and data base and administrative skills.</p>