

JOB DESCRIPTION

Pastoral Assistant:

This job description is subject to regular periodic review and may be changed, through consultation, in accordance with the development needs of PHOENIXPLACE and/or the post-holder.

Post:	Pastoral Assistant:
Salary:	PP - Independent Salary Scale: Grade 6 (£26,075 - £28,412)
Reporting to:	Pastoral Manager
Contract type/hours:	Full Time/Permanent (8.30am - 4.00pm) Term Time only
Line Management of:	n/a

School Context

We are a specialist school that supports young girls with various needs eg SEN, mental health. Candidates understand that the role can be challenging on a day to day basis, dealing with complex emotional and behavioural needs of our students. It is essential that candidates applying for this role have some experience of applying de-escalation strategies and where needed positive handling/restraint techniques. However, the school will provide ongoing training.

Safeguarding

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

Purpose of the job

- Under the direction of the Pastoral Manager the Pastoral Assistant will be responsible for the pastoral care/well-being, progress, discipline and guidance of all students in the assigned Key Stage or as directed by the Pastoral Manager
- To be the first point of call for any issues regarding assigned students
- To ensure that all behaviour & attendance recording are chronologically in place

Main Responsibilities:

Supporting teaching, learning and behaviour

Under the direction of the Pastoral Manager

- To take the lead in delivering and organising assemblies and contribute to PSHE & Preparation for Adulthood (PfA) activities.
- Ensure that SMSC/FBV & school values are fully represented in assemblies and in tutor time.
- To ensure that students follow the school's high expectations, both in and out of the classroom.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to behaviour, standards of work and independent study.
- To work closely with teachers & learning support to ensure that the educational, emotional and social needs of students, particularly disadvantaged and vulnerable students are met.
- To make sure that students' experiences reflect our ambition for a positive, happy, purposeful school where all students are active participants in their own learning.
- To ensure that effective pastoral interventions are put in place to enable all students to be successful.
- To encourage and assist students to take part in the school's Student Voice to ensure the student voice is heard.
- To ensure behaviour, incident, achievement and student logs are kept up to date
- To establish and maintain positive relationships with parents/carers (and other agencies) in improving their child's behaviour record and coordinate parental support and training where appropriate

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- Where required observe & support students in class
- To create and review students PEN pictures and supporting documentation
- To contribute and attend to SEN/Restorative/Behaviour & Attendance meetings as required

Supporting Attendance & Punctuality

Under the direction of the Pastoral Manager

- To work closely with staff, students parents/carers & stakeholders to improve levels of poor attendance/punctuality
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers
- To undertake home and school visits as designated by the school
- To source/put in place appropriate intervention to ensure good attendance or individual attendance targets are achieved.
- To ensure all unexplained absences are accounted for and attendance procedures for follow-ups are implemented.
- Display/promote good attendance through incentive schemes/rewards/certificates/assemblies
- To provide updates for staff on student attendance
- To collate, maintain and update attendance data (on SIMs) and produce termly reports (or as and when required)
- To keep up to date with SIMs training
- To monitor and report on pupils out of class.

Student Welfare

Under the direction of the Pastoral Manager

- To liaise with parents/carers on behavioural & attendance issues keeping succinct meeting/follow-up notes
- To provide mentoring support to pupils who are struggling to engage with classes and staff with the aim of re-engagement back into class.
- To create and implement behaviour plans & systems and monitor their success working together with students, staff, parents/carers and referring authority where needed
- To support students in lessons (where required) who are experiencing difficulties due to behaviour
- To act as a key worker for students as and when appropriate.
- To provide a physical presence around the school during the school day to support the smooth running of the school.
- Participate in off site activities or other out of school activities.
- To contribute and attend to SEN/Restorative/Behaviour & Attendance meetings as required

Supporting Transitions & Preparation for Adult Life

Under the direction of the Pastoral Manager

- To assist (where needed) the PfA Manager with transition procedures for new students and existing students
- To assist (where needed) the PfA Manager with regards to the 5 key transition areas in preparation for adulthood
 1. EHCP process
 2. Friends, relationships and community
 3. Good Health
 4. Developing Independence
 5. Education, training and finding employment
- To work alongside Independent Career Advisor/PfA Manager ensuring student actions plans are implemented

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Pastoral Assistant:

- To assist in planning and implement Careers education sessions (directed by PfA Lead)
- To support students on work-experience, college, vocational placements

Operational/Strategic planning & Quality Assurance:

- To contribute to the area development plan and implementation.
- To contribute to educational enhancement activities.
- To contribute to the whole school's planning activities.
- To help to implement school quality procedures and to adhere to those.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Safeguarding

The postholder will be committed to the safeguarding and promotion of the welfare of children and young people.

Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person/s.

Confidentiality

You should work within the rules of the Data Protection Act 2018 and adherence to GDPR when handling personal information.

Private and personal information about all students and any person working for the school, in whatever capacity, should remain confidential and available only to those with a clear 'need to know'. You must not discuss school business, students or colleagues in public places or with others outside work.

The post holder must read and sign that they have read and understand the schools following documentation

- Confidentiality Policy
- Staff Code of Conduct
- Safeguarding Policy
- Keeping Children Safe in Education
- Management of Behaviour Policy

(changes to any of these policies including any updated addendums, will be communicated to staff as they arise. Staff must read confirm their understanding of these updates as directed by the Head)

Professional development

- Take part in the school's JPR/appraisal procedures

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Person Specification

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Criteria
Qualifications and Training
<ul style="list-style-type: none">• GCSE Grade C or equivalent in English and Maths• NVQ Level 3 or equivalent qualifications eg HLTA• Higher level qualification (<i>desirable</i>)
Experience
<ul style="list-style-type: none">• Experience of working in an educational and/or social care setting with young people and families.• Experience of working with students with behavioral, emotional and social difficulties• Experience of planning intervention and monitoring progress of individual/small groups• Experience in dealing with difficult situations with parents/carers and professionals• Experience/skill to deal with de-escalation and restraint• Successful experience of planning and teaching small groups (<i>desirable</i>)
Skills and Abilities
<ul style="list-style-type: none">• Good organisational and good time keeping skills.• Good interpersonal skills including mediation and conflict resolution.• Awareness of legislation relating to school attendance (<i>desirable</i>)• Awareness of legislation relating to the welfare and protection of children.• Demonstrate awareness of risk and impact on young people• Effective communication with children, carers and other professionals.• Ability to display an understanding of social/welfare issues as they affect children, families and schools (<i>desirable</i>)• Ability to work on own initiative within departmental protocols/procedures.• Ability to deal with difficult situations.• Ability to work under pressure and adapt to ever changing demands of the school community• A positive attitude to personal development and training• Ability to prepare and write reports and produce factual and statistical information as required.• Knowledge of the education system• Competent in using ICT
Personal qualities
<ul style="list-style-type: none">• Empathy and understanding of students needs• Flexibility.• Ability to use own initiative.• Resourceful, patient and resilient.• Calm, unflustered manner.• Able to work in a team and alone.• Excellent communication skills.• Commitment to equal opportunities in service delivery and employment.• Flexible approach to supporting children and families.• Ability to maintain a professional manner in challenging situations.• Confidence to challenge difficult behaviour.• Confidence to challenge other professionals.• A friendly manner and good sense of humour
Other requirements
<ul style="list-style-type: none">• Visiting families in their homes is a regular requirement of this post.• Flexibility in work patterns may be required occasionally.• Full driving licence (<i>desirable</i>)• Car owner or access to mobility transport (<i>desirable</i>)