



**Head Teacher:** Mr R Carlyle BEd (Hons)

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## **Pastoral Assistant**

### LOCAL LIST OF DUTIES

**Responsible to: Year Leader**

**Grade: C**

**Term-time only**

The post requires you to provide a support service complementary to the teaching activities in this school, as outlined in Hampshire County Council's Manual of Personnel Practice which has been adopted by the Governing Body of this school.

To represent Portchester Community School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming site.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for HCC employees. Attendance at training courses may be required as part of professional updating.

The holder of this post will work under the day to day direction of the allocated Year team. Qualities of flexibility and a willingness to provide quick and efficient service are required.

### **Specific Aspects of the role:**

To support the whole school policy of inclusion.

To assist student's access to the curriculum.

To be proactive in developing strategies for students to avoid setting up barriers to learning.

To support identified students with setting targets and progress.

To assist with the administration of the behaviour logs/referrals.

To support the School's ethos of successful learning, confident individual, responsible citizen

### **1. Teaching, Learning and the Curriculum**

#### **1.1 Use strategies to support by:**

- discussion 1:1 with a student.
- detailed analysis of behavioural log printouts.
- liaison, discussion and consultation with pastoral, curriculum and support staff **YL**

- 1.2 Play a key role in intervention programmes to:
- develop students' self esteem, independence, organisational, and thinking skills
  - support identified students with targets for Individual Education Plan, Behaviour Support plans and Target Review. YL
- 1.3 Play a key role in preventative work for identified students who are at risk of exclusion. YL
- 1.4 Assist Year Leaders with annual events and assemblies as required. YL
- 1.5 Work with Year Leaders to support identified students as first point of contact. YL
- 1.6 Liaise with the Year Leader to identify strategies for independent learning. YL
- 1.7 Assist individual and groups of students with over-coming barriers to their Learning, including liaison with Learning Support to address the individual needs of all students. YL
- 1.8 Assist with RSHE and enrichment activities within a Year group. YL
- 1.9 Participate in the implementation of the school's attendance and behaviour policies. YL
- 2. Monitoring and Evaluation**
- 2.1 Use student data to assist monitoring of progress and attendance. YL
- 2.2 Monitor detentions to identify students for additional help and liaise with the Year Leaders. YL
- 3. Leading and Managing People and Relationships**
- 3.1 Liaise with parents as directed by Year Leaders. YL
- 3.2 Support the Year group tutors YL
- 3.3 Undertake professional development activities relevant to the post. YL
- 3.4 Work with the wider safeguarding team, to respond appropriately to concerns raised about Students' in a specific year group. DSL
- 4. Managing Resources**
- 4.1 Assist the Year Leader with record keeping and updating student files, including rewards and sanctions YL
- 5. Improvement**
- 5.1 Contribute to the appropriate section of the School's Improvement Plan, meeting agreed timescales and success criteria. YL
- 6. Accountability**
- 6.1 Attend Year Leaders meetings as required. YL
- 6.2 Act as a contact for identified excluded students. YL
- 6.3 Represent the school at appropriate interagency meetings. YL
- 6.4 Collate the relevant documentation for any student who is on Fixed Term exclusion. YL

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| 6.5 | Contribute to Governors' Pupil Discipline Committee meetings by providing appropriate information. | <b>YL</b> |
| 6.6 | Support Internal Inclusion and Internal Exclusion Strategies                                       | <b>YL</b> |
| 6.7 | Using a range of mediums to communicate regularly with parents and carers                          | <b>YL</b> |