

JOB DESCRIPTION

Pastoral Assistant

Report To:	Assistant Heads of Year
Location:	Aston Manor Academy
Grade/salary:	Grade 3, SCP's 9-22 Actual salary range: £20,280pa-£25,740pa Pro rata of FTE (£23,194pa-£29,439pa) – salary range as at: 01/04/2022
Hours:	36.5 hrs per week, term time only
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment
Responsible For:	Supporting the Pastoral Team in all Pastoral areas at the Academy
Job Purpose:	Working as part of an effective team, providing pastoral support and assistance. This will involve effective supervision and control of pupils during social times, in and outside of the building. To assist in monitoring and securing the safety and welfare of pupils during movement around the school. To provide pastoral assistance with behaviour management within the school and classroom environment. Any ancillary duties as determined by the SLT, including attendance monitoring and interventions.
Main Duties & Responsibilities:	<p>General</p> <ul style="list-style-type: none"> • To support both the Assistant Heads of Year, Heads of Year, form tutors and cohorts of students, in all aspects of pastoral development. • To support the quality of learning experienced by students, liaising with heads of departments and classroom teachers. • To liaise and build relationships with parents/carers. • To promote the ethos of the school through maintaining high standards of expectations of students. • To monitor the attendance of students on a daily basis. <p>Specific</p> <ul style="list-style-type: none"> • To support enrichment days/pastoral programme during form times where required.

	<ul style="list-style-type: none"> • To have an overview of the range of barriers to learning that impact on student progress, with reference to behaviour for learning, in and out of the classroom. • To liaise with key staff, including the SENDCO, Safeguarding Lead & Heads of Department regarding specific students' needs if identified. • To work with Assistant Heads of Year and Heads of Year to identify and support vulnerable students, including those with poor attendance, academic progress and behaviour & attitudes. • To be present at duties to ensure that students are behaving in line with academy expectations. This includes being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures and providing support in ensuring that any pupils who suffer an accident or injury, are dealt with appropriately in accordance with the School's agreed procedures. • To support Heads of Year and Assistant Heads of Year in investigating pastoral issues, contacting parents where appropriate and keeping a clear record. • To support Assistant Heads of Year in the running, supervision and monitoring of the Support room as required. <p>This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher and SLT.</p>
Safeguarding:	<p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all post holders and successful applicants.</p>

PERSON SPECIFICATION PASTORAL ASSISTANT

Method of Assessment (MOA)

AF Application form	-	C Certification	-	I - Interview	T – Test or Exercise	P Presentation	-
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Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	Educated to GCSE level in English and Maths (or equivalent) (E)	AF/C
	Behaviour management training (D)	AF/C
	Health & Safety Awareness (D)	AF/C
	COSHH certificate (D)	AF/C
	Food Safety & Hygiene (D)	AF/C
	First Aid at Work (D)	AF/C
Experience	Experience of working as part of a team (E)	AF/I
	Experience of working in an educational environment. (E)	AF/I
	Experience of working with children who need specific pastoral and behavioural support (D)	AF/I
	Experience of clear record keeping (D)	AF/I

Skills & Ability	The ability to observe behaviour of individual and groups of pupils and take appropriate action, when necessary. (E)	AF/I
	The ability to use IT to access emails, access Trust policies/procedures and communicate effectively with the wider Trust team. (E)	AF/I
	Good organisational and time management skills (E)	AF/I
	To be able to demonstrate confidence, working effectively with individual pupils and groups of pupils (E)	AF/I
	Excellent interpersonal skills (E)	AF/I
	An ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information. (E)	AF/I
	An ability to work collaboratively with teachers and others (E)	AF/I
	An ability to communicate accurately and effectively verbally and in writing with all stakeholders (E)	AF/I
Behaviours	To proactively take the time to develop personal skills and (where applicable) others through attendance at training, coaching, mentoring, etc. (E)	AF/I
	To have a flexible and adaptable approach to changing work demands (E)	AF/I
	To have a willingness to personally	AF/I

	embrace and celebrate the ethos and values of the Trust (E)	AF/I
	A sense of Humour (E)	AF/I
	To be resilient and able to remain professional in challenging circumstances (E)	

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: _____

Date: _____