

## **Job Description for Pastoral Assistant**

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### **Objectives of the role:**

- To work under the direction of the Lead Pastoral Assistant to provide support to the Pastoral and SEN Team and contribute to the smooth running of the school.
- To support behaviour management within the classroom and across the school.
- To work with pupils, staff, parents and carers to manage challenging behaviour proactively through well-defined routines, highly positive relationships, a restorative approach and use of proportionate and personalised rewards.
- To support pupils to manage their behaviour and access the full curriculum, in mainstream lessons, group or one to one intervention.
- To support pupils in isolation when not supervising a lesson.
- To be an ambassador for the school presenting the highest standards of respect and confidentiality at all times.
- To assist in the smooth and efficient running of the school.

### **Principal responsibilities:**

This is a varied and exciting role which includes but is not limited to the responsibilities listed below.

- Initiate, build and maintain good working relationships with staff, pupils, parents and other community users.
- Adopt a positive, calm and professional attitude at all times.
- Maintain confidentiality at all times.
- Supporting colleagues in the pastoral and SEN teams, including using restorative practices, supervision of pupils in internal exclusion, and communicating any action to relevant staff, parents and carers.
- Liaise with parents of excluded pupils about their behaviour and any work that may have been set.
- Collate and report information from/to parents and carers as directed.
- Investigate incidents that occur around the school, follow appropriate procedures and take action accordingly.
- Support pupils with reintegration into lessons.
- Monitor pupils on report or within school monitoring systems.
- Maintain and update pupil records on appropriate software, currently ClassCharts and SIMS.
- Assist with the provision of administrative and secretarial support to Head of Year and Assistant Heads of Year on pastoral issues.
- Prepare and maintain equipment/resources as directed.
- Support the teacher/SEN Team/Pastoral Team in managing pupil behaviour, reporting difficulties as appropriate.
- Be familiar with all relevant pastoral/SEN information to help support and develop individual pupils.
- Assist in the educational and social development of pupils.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Work is normally carried out in the classroom, isolation room or similar environments.

- Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when applicable.
- Encourage pupils to interact with others constructively and engage in activities led by the teacher/SEN/Pastoral Team.
- Adhere to school, local and national authority guidelines, exercising professional discretion at all times.
- Participate in training and other learning activities and performance development as required.
- Maintain confidentiality at all times.
- Designated first aider responsible for administering and recording first aid and medication in line with school and KET policies and procedures.
- To attend parents' evenings, open days, meetings, CPD and school events as required.
- To assist in escorting pupils on educational visits and to participate in extracurricular activities as required.

**All Trust employees are also expected to:**

- Be aware and comply with all school policies and procedures, particularly those relating to Safeguarding, confidentiality and data protection.
- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Contribute to the overall ethos and aims of the school.

**Conditions of Service:**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

**All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.**