



JOB PURPOSE

This role is integral to promoting a positive and supportive school culture, enhancing students' ability to succeed both academically and socially. The Pastoral Assistant will play a key role in fostering partnerships, promoting student well-being, and upholding school values across all areas of responsibility.

MAIN DUTIES AND RESPONSIBILITIES:

Administrative and Operational Support

- Provide comprehensive administrative support to the Head of Year (HOY) and AHT, assisting with documentation, scheduling, and communications.

Student Supervision and External Liaison

- Maintain effective contact with external agencies regarding students in reflection from lessons or school, ensuring appropriate supervision and adherence to relevant protocols.
- Communicate with parents of suspended students about behavioural issues and any work set for completion during suspension.

Behavioural Incident Management

- Investigate school-related incidents, following established procedures and implementing necessary actions.
- Oversee the reflection room, ensuring a supportive environment that encourages positive student behaviour and engagement.
- Support students' reintegration into lessons, providing necessary guidance and encouragement.

Behaviour Monitoring and Analysis

- Monitor student behaviour through regular review of behaviour logs, identifying patterns and areas of concern.
- Work collaboratively with teaching staff to develop and implement strategies to reduce negative behaviours within the classroom.

Student Detentions and Study Sessions

- Coordinate and organise student detentions and study support sessions, managing daily registers and informing relevant staff.

Alternative Education Referrals

- Prepare and provide supporting materials and evidence for Alternative Education Referrals as needed, ensuring thorough documentation.

External Agency Partnership Building

- Build and maintain partnerships with outside agencies, including social services, police liaison officers, and volunteer organisations, to support students' social and emotional needs.
- Make referrals to external agencies when appropriate, following established protocols and ensuring

timely communication.

Student Achievement and Family Engagement

- Assist HOYs in recognising and celebrating student achievements and progress, fostering a positive school environment.
- Build positive relationships with parents and families, facilitating meetings and maintaining open lines of communication to support a partnership approach in student development.

School Operations and Supervision

- Support the operational flow of the school through various supervisory duties, including managing detentions, break, lunch, and start-of-school routines.
- Patrol corridors between lessons to support punctuality, encouraging students to transition efficiently and responsibly.

Intervention Program Development

- Plan, organise, and implement one-on-one and group interventions for students, addressing social, emotional, and behavioural development.

QUALIFICATIONS & SKILLS

- Proven experience in a pastoral or student support role within an educational setting.
- Strong communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents, and external agencies.
- Ability to manage and respond to behavioural incidents with empathy and professionalism.
- Proficiency in behaviour tracking and analysis tools, with an ability to interpret data to inform intervention strategies.
- Experience in organising and facilitating both individual and group interventions to support student well-being and development.

KEY COMPETENCIES

- Excellent organisational skills, with the ability to manage multiple responsibilities effectively.
- Sensitivity to the needs of students, including those who may require additional support due to behavioural, social, or emotional challenges.
- Ability to work both independently and as part of a collaborative team, supporting the overall mission of the school.

Responsible to: Assistant Headteacher

Salary range: NJC Scale Point 5.13 - £28,163 (FTE) - Actual salary £25,017

Hours: Monday to Friday 8.30 – 4.30 (Term time only plus training days and one week in the holidays.)