

Job Description:

Post Title:	Pastoral Assistant
Salary:	Scale 4
Contract:	Permanent (term time only) Full time
Reporting to:	Pastoral Manager, Assistant Headteacher
Liaising with:	Teaching staff, Support Staff, pupils.
Purpose of the role:	To provide administrative and practical assistance to the Head of Year and Assistant Headteacher promoting student wellbeing, aiming to improve learning. Working collaboratively and in conjunction with form tutors, subject teachers, Programme Leaders and SENCO.
Duties:	<ul style="list-style-type: none"> • Conduct investigations into student disciplinary issues and/or allegations about other students. • Supervise students, delivering interventions where appropriate. • Work alongside families offering practical and emotional support enabling families to help themselves and supporting adults in their role of parent / carer. • Allocate detentions for uniform infringements and lateness, monitoring students' attendance at these detentions and setting further sanctions as necessary. • Contribute to Personal Support Plans (PSPs) and other disciplinary hearings. • Collate and check the submission of work for excluded students, where necessary. • Receive and check data on students' attendance and punctuality. • To undertake welfare checks for 'missing' children or those causing concern. • To have daily contact with Heads of Year. • Liaise with outside agencies as necessary. • Arrange meetings with parents and outside agencies and attend as appropriate. • Provide administrative support for, and promote the use of the Rewards system. • Maintain records relating to students' behaviour/sanctions/rewards. • Maintain and update displays and information on pastoral and year group notice boards, celebrating individual and group success. • Initiate and carry out post registration truancy checks. • To maintain confidentiality of information acquired in the course of undertaking duties related to the post. • To build up knowledge of local resources, community and other statutory services, communicating with them effectively in the best interests of the child and family.

General	<ul style="list-style-type: none">• Comply with policies and procedures relating to child protection, health, safety and security confidentiality and data protection, reporting all concerns to an appropriate person.• Be aware of and support difference and ensure equal opportunities for all.• Contribute to the overall ethos/work/aims of the school.• Ensure that all duties and services provided are in accordance with the School's Policies, for example: Equal Opportunities, Health & Safety etc.• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To work alongside other members of the Student Services Team and to cover members of the team as and when requested by SLT and the needs of the school.
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The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION

	Essential	Desirable
Knowledge/Qualifications		
Educated to NVQ Level 3 or equivalent		*
GCSE Maths & English Grade C and above	*	
Experience		
Experience of using the Sims database		*
Experience of administrative work in a busy school environment		*
Experience of working with children	*	
Skills		
Good organisational skills	*	
Effective behaviour management	*	
An ability to demand high expectations	*	
Ability to work independently and be a team player	*	
The ability to meet deadlines	*	
Good Communication and ICT Skills	*	
Behaviour & other related characteristics		
Take initiative	*	
Is self-motivated	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	
A commitment to abide by and promote The Deanes Equal Opportunities, Health and Safety and Child Protection Policies	*	
A commitment to the ethos and values of The Deanes	*	
To display a responsible and co-operative attitude to working towards the achievement of The Deanes aims and objectives	*	
An ability to respect sensitive and confidential work	*	
Commitment to own personal development and learning	*	
The post holder will require an enhanced DBS	*	

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