



Faculty/Department	
Job Title:	Pastoral Support Assistant
Grade:	5DT 3
Post Purpose:	To support the smooth, efficient and safe running of the school by providing supervision for all the students on the school premises during lunch breaks and assisting R2L team with general personalisation interventions.
Accountable to:	Head of R2L
Duties, Responsibilities and Key Tasks:	<ul style="list-style-type: none"> • Supervising of pupils on Academy premises (buildings and grounds) before, during and after lunch • Ensuring the health and safety of all pupils in accordance with the Academy's policies eg child protection • Maintaining the care and well-being of all children in the school • To ensure the implementation of the school's equal opportunities policy • Where appropriate, putting up tables in preparation for meals and wiping and putting them away • Sweeping of corridors after lunch session. • Supervise individual and groups of students, taking them to and from lessons as directed by the R2L team. • Build and maintain successful relationships with students, acting as a role model and being aware of and responding appropriately to individual needs. • Promote inclusion and acceptance, by being consistent with respect and consideration for all students. • Raise student confidence and enhance self-esteem. • Encourage students to maintain focus and motivation in lessons.
General	<ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may



be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.



PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	D	A
Knowledge and experience		
Previous experience of working within a school environment	D	A/I
First aid qualification	D	A/I
Skills		
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to work independently and to use initiative	E	A/I
Commitment to work as part of a team	E	A/I
Ability to build professional relationships with students based on respect.	E	A/I
Good communication skills both verbal and written	E	I
Ability to manage change and to adapt to unexpected demands and resilience to working in challenging environments	E	I
Ability to work with a diverse range of individuals	E	I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to keeping abreast of COSHH/health and safety legislation	E	I
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

..... Date

Signature