

## Job Description

### Pastoral Support Assistant

<b>Responsible to:</b>	<b>Grade: 6</b>
<b>Hours: 32</b>	<b>Duration: Permanent</b>
<b>Main Location: Faringdon Community College</b>	

#### Context

The role of the Pastoral Support Assistant is to work alongside the Year co-ordinators (and other pastoral staff) to ensure an effective level of pastoral care is available to all students, enabling them to develop academically, socially and emotionally.

#### Support for Pupils

- Use specialist skills/training/experience to support pupils.
- Coach and mentor students, where relevant.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils across the Year.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Assist with the pastoral care of students, attending to their personal and social needs as necessary, and building and maintaining successful relationships with them.
- Support students to ensure the college behaviour policy is adhered to.
- Investigate behavioural issues (lesson time & break/lunch etc), taking statements of those involved and deciding on appropriate courses of action.
- Promote high aspirations for achievement through motivation of individuals and groups of students.
- Help break down barriers to learning, supporting individuals and groups of students in making improved progress.
- To identify and work with individuals and groups of students to address vulnerabilities.
- Assist Attendance Officer and senior staff with occasional home visits to address identified issues.

#### Support for Teachers

- Support staff to ensure the college behaviour policy is adhered to.
- Investigate behavioural issues (lesson time & break/lunch etc), taking statements of those involved and deciding on appropriate courses of action.
- Promote positive values, attitudes and good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior.
- Liaise sensitively and effectively with parents/careers, as agreed with the year coordinator, and participate in meetings with parents and other staff, as appropriate

#### Support for the School

- Monitor the attendance and punctuality of identified students.
- Ensure a positive and productive relationship between school and home.

<sup>1</sup> Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FLT can be found at [www.faringdonlearningtrust.org](http://www.faringdonlearningtrust.org).

- Attend and participate in multi-agency meetings.
- Assist with the induction of new students to the college as well as those returning to school after extended periods of absence.
- Contribute to the overall ethos of the Pastoral Team and College.
- Assist in appropriate tasks as directed by the Deputy Headteacher / Year coordinator.
- Be aware of and 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, ensuring all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The list of duties in your job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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