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| **Name: Pastoral Support Assistant**  | **Starting Date: TBC** |
| **Salary Grade:** G 8 – 13Actual Salary £22,257.42 - £24,116.49 | **Status of Post:**Permanent |
| **Responsible to:** Senior Welfare Manager | **Review Date:** In line with cycle of appraisal / performance management |
| **Responsible for:** Pastoral Support for Students  | **Hours:**  37 hours per week, 39 weeks per year |

This job description may be amended at any time, following consultation between the Head Teacher and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

*Across our trust, we are committed to supporting the mental health and wellbeing of all; including staff, students and families. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody’s responsibility.*

# Core purpose

* **To support class teams in managing students to self-regulate and re- engage in their learning**
* **To identify trends in behaviour data and implement support strategies as required**
* **Under the guidance of the Senior Welfare Manager, act as a support to the Safeguarding Team**
* **To be part of a multi-disciplinary Pastoral Team working towards removing barriers to learning and improving student outcomes**

##### General duties and responsibilities:

* Establishing a safe and effective learning environment for all students across the Key Stages
* To liaise with students, staff and families to promote positive behaviours for learning
* To be a visible presence across the Key Stage and whole school as necessary and work with all staff to model and reward positive behaviours for learning
* To work as a front-line member of the Pastoral Team in supporting students who may be experiencing emotional health and well-being difficulties
* To support DSLs in their role and carry out duties as directed by the Senior Welfare Manager
* To support staff to manage and record incidents
* To action any outcomes necessary, including referring to leadership when required, facilitating restorative repairs meetings, referring to outside agencies as required.
* To act as first point of contact following an incident, offering support for staff and signposting for further de-brief as required

**Main Duties**

* To use de-escalation techniques in supporting students who present challenging emotional health and well-being difficulties
* Support staff to address and manage challenging behaviour in and around school
* To promote and champion the Protective Behaviours and So Safe programmes across the school to ensure students can identify safe and unsafe thoughts feelings and behaviours, and have access to a network of support
* To support students with their emotional development using the Thrive approach
* To use a range of strategies, including a restorative approach, to support students and staff to identify what went wrong and what needs to happen next to repair the harm
* Work with staff to identify support for individuals using relevant information
* Under the guidance of the Senior Welfare Manager, implement programmes of support for students to re-engage in learning
* To act as a support to the Lead DSL and the Safeguarding Team

**Monitoring, assessment, recording, reporting and accountability**

* Work with colleagues in devising Proactive Support Plans
* Provide information for reports on individual progress of students to the teacher, other colleagues and parents as required
* Prepare termly data required to support the Senior Welfare Manager in analysing behaviour, welfare and personal development of our students.

**Knowledge and Understanding**

* Have knowledge of, and keep up to date with, the developments in area of expertise
* Understand how students’ learning is affected by their physical, intellectual, emotional, and social development
* Select and make good use of ICT skills
* To carry out any other duties which fall within the broad spirit, scope and purpose of this job description

**Providing Personal and Welfare Care**

* Provide pastoral and behavioural support when appropriate and assist in the supervision of students to ensure the schools’ health and safety procedures are maintained
* Deal promptly with conflict using a range of communication techniques, encouraging students to take responsibility for their own behaviour and promoting independence
* Carry out any medical procedures in accordance with protocols including administration of medicines
* Care for a sick or injured child, accompanying them to hospital and remaining with them until a parent/carer arrives to ensure continuity of care
* To provide First Aid as and when required, after undertaking necessary training

**Dealing with behaviour issues**

* Use awareness of behaviour management and communication strategies as necessary to actively diffuse unsafe behaviour
* Where required and suitably trained use appropriate physical intervention techniques in accordance with policy and procedure

Support for the School:

* Be aware of and comply with the Staff Code of Conduct, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Establish and maintain effective working relationships with professional colleagues and parents.
* Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
* Be aware of the need to take responsibility for own professional development and to participate in the Appraisal procedures of the school.
* All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.
* This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signed………………………………………………….Post holder Date…………………..

Signed………………………………………………… Headteacher Date…………………..