



# Job Description

Job Title: **Key Stage 4 Pastoral Support Assistant**

Salary: (range where applicable)

Reports to: **Vice Principal, Head of Upper School**

Directly Line Manages: **N/A**

Overall Purpose: **To provide a flexible and supportive member of staff who can assist in the effective daily management of the students' behaviour in Key Stage 4. The nature of the role is such that flexibility and self-motivation are crucial to success.**

Key Responsibilities and Objectives	Key Elements
<b>Administration</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Inputting data and extracting reports as requested by the Vice Principal, Head of Upper School.</li> <li>▪ Collating and sending ePEPs for LAC students to the LA Virtual School.</li> <li>▪ Issuing student bike permits and maintaining records of those who have been issued with them.</li> <li>▪ Collating, updating and publishing the Upper School extra-curricular activities list (including revision sessions).</li> <li>▪ Collating information as required by the Vice Principal, Head of Upper School for inclusion in the school newsletter.</li> <li>▪ Updating display boards as required by the Vice Principal, Head of Upper School.</li> <li>▪ Completing post seclusion, exclusion and Discipline Panel Meeting paperwork, liaising as necessary with Vice Principal, Head of Upper School and the respective Head of Year.</li> <li>▪ Managing and updating Behaviour Support Programme (BSP) review dates and paperwork, liaising as necessary with the respective Head of Year.</li> <li>▪ Organising the weekly middle leader and senior leader detentions and the collection of students.</li> <li>▪ Assisting with the booking, organisation, and administration of Year 11 events e.g. Prom and Year Book.</li> <li>▪ Undertaking student surveys for the relevant Year Groups– in liaison with the Vice Principal, Head of Upper School.</li> <li>▪ Reviewing, amending and compiling the content for the Year 9, 10 &amp; 11 student planners.</li> </ul>
<b>Pastoral Support</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Management of behavioural issues that arise throughout the day if the respective Head of Year and Vice Principal, Head of Upper School are teaching or unavailable.</li> <li>▪ Organising investigations as required for serious breaches of the school behaviour policy and compiling executive summaries to support the outcomes and actions required following the investigation.</li> <li>▪ Organising the collection and management of the delivery of work for absent students as required.</li> <li>▪ Liaising as required with the Head of Inclusion and Student Support.</li> <li>▪ Liaising as required with the Whole School Mentoring Coordinator regarding mentoring sessions and assisting as required with the logistics of the session.</li> <li>▪ Liaising with the Safer Schools' Officer and overseeing booking process</li> </ul>

	<p>for reintegration meetings, as required.</p> <ul style="list-style-type: none"> <li>▪ Liaising as required with parents under the direction of the Vice Principal, Head of Upper School.</li> <li>▪ Liaising with Heads of Year regarding rewards for students, including organising certificates and prizes.</li> <li>▪ Liaising with the Attendance and Welfare Team, organising poor punctuality detentions and the collection of students.</li> <li>▪ Liaising as required with the Head of Personal Development in relation to Year 10 Work Experience.</li> <li>▪ Organising and promoting KS4 pastoral and academic interventions</li> <li>▪ School House staff liaison and coordination of work, external agency involvement and mentoring coordination for school house students.</li> <li>▪ Covering on call situations when senior staff are absent or unavailable and undertake a daily lunchtime duty.</li> <li>▪ Undertaking additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Vice Principal, Head of Upper School.</li> </ul>
<b>Responsibilities</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>▪ Contributing to the overall ethos/work/aims of the school.</li> <li>▪ Appreciating and supporting the role of other professionals.</li> <li>▪ Attending and participating in relevant meetings as required.</li> <li>▪ Participating in training and other learning activities and performance development as required.</li> <li>▪ To enrich personal knowledge by consulting up to date resources.</li> <li>▪ Promote and ensure the health and safety and good behaviour of students at all times.</li> </ul>

## Person Specification

### Key Stage 4 Pastoral Support Assistant

<b>Essential skills and abilities:</b>	<ul style="list-style-type: none"> <li>▪ Good numeracy / literacy skills.</li> <li>▪ Effective use of ICT packages.</li> <li>▪ Use of relevant equipment / resources.</li> <li>▪ Good IT skills – notably Word and Excel</li> <li>▪ Ability to relate well to children and adults.</li> <li>▪ Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>▪ Ability to identify own training and development needs and cooperate with means to address these.</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ General clerical / administrative / financial work.</li> </ul>
<b>Desirable qualities and experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum of a GCSE standard of education, with Maths and English at 'C' grade or the equivalent qualification or experience in relevant discipline.</li> <li>▪ Experience of working in a secondary school.</li> <li>▪ Experience of using school based electronic systems.</li> </ul>
<b>Generic Duties and Responsibilities</b>	<p><b>This will involve:</b></p>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>▪ Being responsible for child protection and promoting the welfare of all students and staff, ensuring that they are protected from harm. All staff have a duty of care to ensure that if there are any concerns relating to the welfare or safety of a child their concern is immediately relayed to the Designated Person with responsibility for safeguarding children.</li> </ul>

<b>Green Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) whenever possible in day-to-day work.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>▪ Being aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence.</li> </ul>
<b>Equal Opportunities and Anti Discrimination</b>	<ul style="list-style-type: none"> <li>▪ Understanding, complying and enforcing equal opportunity with the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>▪ Being responsible for your own health and safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health and Safety Policy and Procedures, co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to the management.</li> </ul>
<b>Contributing as an effective and collaborative member of the school team</b>	<ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training if required.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the school and department improvement plans.</li> <li>▪ Championing the professional integrity of the school.</li> <li>▪ Supporting Teaching and Learning Focus, Best Value and electronic management of processes.</li> <li>▪ Actively sharing feedback on school policies and interventions.</li> <li>▪ Undertaking any other reasonable request as required.</li> </ul>
<b>Professional Standards</b>	<ul style="list-style-type: none"> <li>▪ Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed (Headteacher's decision is final).</li> <li>▪ All staff should arrive on time to commence their duties as described by contracts.</li> <li>▪ All staff are expected to attend on the days covered by their specific contract. When unable to do so the school should be contacted at the earliest available opportunity, advising the reason and when they will return and report to their line manager on return to work.</li> <li>▪ All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds.</li> <li>▪ All staff are expected at all times to treat each other, parents, students and members of the public with respect.</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>▪ To undergo a successful enhanced DBS check.</li> </ul>

I the undersigned confirm that I agree and understand the duties in this job description.

Name (print) .....

Name (sign) .....Date .....