



## **Job Description**

### **Pastoral Assistant**

<b>Post Designation</b>	Pastoral Assistant
<b>Department</b>	Bilston CE Primary
<b>Responsible to</b>	Headteacher
<b>Grade</b>	NJC Grade 4
<b>Hours</b>	35 hours per week (Term Time only)

**Description of the Post :** The role of the Pastoral Assistant is to work alongside the Pastoral Manager to assist in tackling underachievement and lack of participation by working in partnership with families, carers and students in a school context.

#### **Duties and Key Responsibilities**

- Work closely with pupils, staff, parents/cares and other agencies drawing together prioritised concerns.
- To work collaboratively with multi-agencies to support vulnerable children.
- To maintain appropriate confidentiality
- Work Collaboratively with the school's safeguarding team, SENCO, Attendance Officer, Education Welfare Officer on Pastoral Matters.
- Work under the direction of the Pastoral Manager to support the welfare of all children
- Provide support/advice/guidance to children and parents/carers.

#### **Key Tasks**

- Liaise with relevant staff to ensure they are well informed regarding issues regarding specific children/families
- Attend Pastoral meetings with the relevant staff in school
- Attend home visits, when necessary, with the Pastoral Manager
- Maintain effective record keeping using CPOM's system in school
- Provide 1:1 and or group interventions for vulnerable children
- Identify and support implementation of Early Help plans for children and families
- Work in partnership with stakeholders such as health professional, children services
- Attend staff meetings and parent's evenings to support with day-to-day behaviour issues across all key stages.

#### **Support for Pupils**

- Assist the school with the implementation of safeguarding behaviour and attendance policies
- Assist with the provision of interventions for children with SEMH difficulties
- Promote and reinforce self-esteem and confidence

- Assist the school with theme days/weeks across the academic year ie, Anti-bullying week, Children's Mental Health week
- Support children with barriers that prevent them from attending school

#### **Support for Teachers**

- Support pupil's access and barrier to learning
- Contribute to the implementation of appropriate behaviour strategies
- Establish constructive relationships with Parents/Carers, exchanging information and offering support when needed.
- Offer advice and guidance on supporting children with difficulties within the classroom

#### **Other Duties**

- Undertake any other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job, as directed by the Head Teacher.
- To comply with policies, procedures and legislation relating to the role and the school.
- The post holder must undertake the duties in a way that improves progress and positive action in respect of equal opportunities and a multi-cultural approach
- Undertake a systematic review of own practice with a programme of professional development to ensure necessary knowledge and skills set
- To provide administrative support for CPOM's
- To undertake the necessary training for the post if needed.

#### **Disclosure and Barring Service**

Because of the nature of the job, it will be necessary for an Enhanced DBS check (Disclosure and Barring Service) to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

Signed.....

Date.....