



PASTORAL ASSISTANT JOB DESCRIPTION

PASTORAL

- To provide high quality care for all pupils.
- To support and guide all pupils in their personal development.
- To help reduce the social and emotional barriers to learning for vulnerable pupils
- To act as a mentor for targeted pupils and support their needs
- To contact and meet with parents where appropriate
- To be on-call and be available to respond as needed throughout the day
- To adopt an open-door policy for the Pastoral Hub and generate opportunities for students to talk about issues and concerns
- To be a role model for young students and keep up to date with trending issues on social media
- Monitor social media for risky behaviours/ trends that may affect our students
- To support the DSL with record keeping, raising awareness around Safeguarding
- Researching relevant support groups as a port of reference for parents
- Support the Assistant Principal with assemblies and library talks related to careers and well-being
- To be creative with time for students and organise drop-in sessions for friendship fluctuations
- Organise drop in sessions for information sharing on pertinent topics
- Liaise with prep coordinator re any transition issues for yr6 into Yr 7
- Support transition days with admin and activities
- Support school trips as required where there is a need
- To play a role in the management of behaviour for some students
- To support with supervision for school sanctions if required.
- To support with any investigation regarding student incidents and note take as required
- Coordinate pupil panels on recruitment schedules
- Record relevant information pertinent to student incidents on the school's information management systems
- To collect and collate statements relating to incidents, following up directly when appropriate
- To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children
- To develop positive relationships with SEND students as support and liaise with the SENCo as required
- To fulfil all duties as required by the school, lunch time and break time support

ADMIN

- To maintain the Safeguarding training records and filing of paperwork

- Check register completion for Activities and daily chasing of students who do not attend and haven't signed out
- Produce attendance reports and monitor on a half termly basis or more where required
- To refer to County students who meet the threshold for absence
- Prepare surveys on Microsoft forms for review and feedback topics
- Prepare posters and maintain displays for House, charities and any other areas
- Attend the Pupil Parliament and take the minutes
- Attend meetings as required and take the minutes for the Assistant Principal or the Heads of Section as required
- Train to Level 2 Safeguarding for support in the role

School Ethos:

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students to follow this example
- To support the school in meeting its legal requirements
- To promote actively the school's policies
- To comply with the school's health and safety policy and undertake risk assessments as appropriate
- To be a leading professional in every way, and provide a role model in terms of effectiveness and standards
- Attend House events
- Attend the House transition event at the beginning of the academic year

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. The Principal reserves the right to review and amend the job description.