

**Job Description and Person Specification
Pastoral Assistant**

Role and Context	
Job Title	Pastoral Assistant
Salary Grade	Scale E Pro Rata £15,368.31, (FTE Equivalent £20,916.87)
Job Type	32.5 hours per week Term time plus 1 week Permanent
Reports to	Academy Headteacher
Effective Date	TBC
Team	Heartsease Primary Academy
Job Purpose	To promote the welfare and academic success of pupils, ensuring that pupil wellbeing and safeguarding is the focus of all actions undertaken in the role.
Other Information	Promote positive behaviour throughout the school and support children to take responsibility for their behaviour and choices.
Principal Accountabilities	
<ul style="list-style-type: none"> • Demonstrate a commitment to safeguarding and promoting the welfare of pupils, ensuring that pupil wellbeing is the focus of all actions undertaken in the role. • Assist with the pastoral care of pupils, ensuring that the school meets all pupils' personal and social needs. • Provide one-to-one pastoral support to pupils, where necessary. • Work with staff members and parents in order to remove practical, social and emotional barriers to learning. • Undertake First Aid duties • Assist in the recording & monitoring of pupil behaviours and development needs • Undertake first day calling for absent students • Support the Designated Safeguarding Leads in school and be prepared to undertake safeguarding training. • Maintain pupil records • Provide information to the Headteacher/teachers as appropriate, to enable them to carry out their role. • Be responsible for health and safety of self and others and adhere to the school health and 	

safety policy and procedures.

- Undertake any other reasonable duties, as requested by the Headteacher

Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice;
- Participate in regular performance management;
- Complete all required training.

Person Specification

	Essential	Desirable
Qualifications	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Hold GCSEs or equivalent qualification in at least English and Maths. • 2 day Paediatric and 3 day at Work training certification, or be willing to undertake both. 	<ul style="list-style-type: none"> • Undertaken behaviour management and safeguarding training. • Educated to degree level in a relevant subject. • Hold a valid DBS check.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Undertaking relevant and effective CPD. • Developing and delivering individual and group-based support to pupils. • Working with pupils with behavioural issues. • Supporting pupils' SMEH needs. • Implementing behaviour management strategies. 	<ul style="list-style-type: none"> • Experience of creating individual intervention programmes for pupils. • Experience of supporting safeguarding in education.
Skills/Knowledge	successful candidate will have:	



	<ul style="list-style-type: none">• Knowledge of statutory requirements regarding the education sector and pupil wellbeing.• Knowledge of legislation regarding pupil attendance, safeguarding and data protection. <p>Knowledge of common pastoral issues and how to respond to the different situations which may arise.</p> <p>Knowledge of local and national support services that are available to pupils and schools.</p> <p>Proven awareness and respect for the highly sensitive status of information and its confidentiality.</p> <p>Excellent written and verbal communication skills.</p> <p>An ability to motivate colleagues.</p> <p>Knowledge of child protection and safeguarding procedures.</p> <p>Knowledge of intervention strategies, including those in relation to behaviour and attendance.</p> <p>Effective use of IT packages specific to role</p> <p>A good understanding of child development, learning</p>	
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	processes and barriers to learning.	
General Information		
<p>All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.</p> <p>Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.</p> <p>Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you. This job description does not form part of your contract of employment. You may be required by the Trust to undertake any duties within your skills and capabilities that the Trust reasonably considers necessary to meet business needs.</p>		