 A Catholic Academy for Arts & Science

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

**JOB DESCRIPTION**

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| **Title of post:** | **Pastoral Support Assistant** |
| Purpose: | To work with students, staff and their families to raise the standards of achievement of those facing barriers to learning including those students on report.To support Heads of Year in the initial phases of investigations into pastoral issues.To play an active role in dealing with issues of behaviour, safety, and wellbeing by investigating and resolving pastoral issues in liaison with Heads of Year.To liaise with Heads of Year and the Senior Leadership Team making recommendations relating to sanctions (for example, detentions, isolation).To communicate with external agencies as required and to communicate outcomes of meetings to the pastoral team as appropriate.To supervise the isolation room when needed. |
| Responsible to: | Head Teacher, Deputy Head Teacher (Pastoral), Senior Learning Mentor |
| Liaison with: | Pastoral and Academic staff |
| Working time: | 37 hours per week, term time only |
| Local Government Banding: | 7-12 |
| Disclosure Level: | Enhanced |
| Main Duties: | * Mentoring identified students (for example students with behaviour concerns and on report).
* To work with students and their families to raise the standards of achievement and attendance.
* To attend any student external meetings on behalf of the Deputy Headteacher (Pastoral)/Heads of Year (for example Early Help meetings, Child in Need meetings).
* To assist the Heads of Year with pastoral concerns and to liaise with them.
* To support Heads of Year with any students on report or Pastoral Support Plans.
* To be present and on time at all requested duties.
* To attend the fortnightly pastoral meeting.
* To ensure all appropriate records are maintained as agreed by the Pastoral Team including Incident Logs and Detentions.
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| To work with students and their families to raise the standards of achievement of those facing barriers to learning | * Promote positive student behaviour in line with School expectations.
* Work with students in a wide variety of ways to provide support in achieving their targets and identifying the barriers to learning.
* To work with students, teachers and families and construct an agreed support programme including setting personal and educational targets.
* Build links with families and other agencies working with students.
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JOB DESCRIPTION continued

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|  | * To ensure all record keeping is up-to-date and relevant members of staff are updated about any concerns.
* To provide reports as required.
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| To work with and support the teaching staff in fulfilling the social, emotional and behavioural needs of identified students | * Monitoring and recording student’s activities as appropriate, writing records and reports as required.
* Attending to the student’s personal needs including help with social, welfare, physical and health matters.
* Liaising with other staff and providing information about the student as appropriate.
* Assisting with escorting the students on educational visits.
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| Additional Duties: | * To participate in training and relevant school meetings and activities.
* Within the appraisal structure of the school, identify training needs, engage in training activities.
* Liaise with Careers Co-ordinator.
* Liaise with Pastoral Lead.
* Follow School policies and practices, for example, in relation to child protection, teaching and learning and health and safety.
* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
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| Other specific duties: | * To support the school in meeting its legal requirements for worship.
* To promote the school’s corporate policies.
* To continue personal development as agreed.
* To actively engage in the staff review and development process.
* To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above.
* To supervise Homework Club and follow the devised rota.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date written, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

……………………………………………………….. (Staff Member)

……………………………………………………….. (Line Manager)

