



Job Description:

Post: **Pastoral Support Assistant**

Contract type: **Permanent**

Hours: **30.5 per week (5 days) term time only**

Scale: **Grade 6 Pay point 8 - 13 (£22,777 - £24,948 pro rata, £15,743 - £17,243 actual)**

Commences: **October 2023**

Responsible to: **Deputy Headteacher**

Main purpose

- To provide efficient and proactive administrative support to the Student Services Team
- To provide some pastoral care to students under the guidance of the Head of Years

Duties and responsibilities

Administrative

- Create celebration certificates
- Take notes of meetings
- Provide administrative support for booking speakers for PSHE & Assemblies
- Assist with the administration of Langtree Challenge
- Administer break detentions and HOY lunch detentions
- Create punctuality reports and email parents when their child is late to a lesson
- Careers administrative support
- Issue first response attendance letters to parents and update the attendance tracking spreadsheet
- Maintain the bullying log
- Maintain spreadsheets / SIMS for sanctions and rewards
- Provide general administrative support for HOY and DHT.

Pastoral

- To be on call when needed to support children with social, emotional and behavioural difficulties.
- To take statements and collate information in response to incidents of challenging behaviour
- To form positive relationships with children and their families.
- Mentor students
- Supervise homework club on Tuesday and Wednesdays 3 - 3.45pm
- To undertake training commensurate with the post.
- Respect confidentiality at all times.
- All staff have a responsibility for the safeguarding and promotion of well-being of all students.

Coordination

Mentoring

- Arrange rooms
- Meet with mentors to discuss the progress of the mentoring and report back to pastoral team

- Track progress in spreadsheet to measure impact
- Ensure students are informed of their mentoring session

Notes

The Pastoral Support Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Pastoral Support Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Deputy Headteacher.

This job description may be amended at any time in consultation with the postholder.