



Job Outline

Pastoral Support Assistant

Responsible to: Inclusion Manager/ Pastoral leaders / Deputy Headteacher / Headteacher
Salary Grade: Scale 5 point 8
Full time/Part time: Part time, 35.42 hours per week 39 weeks per year (38 weeks' term time plus 1-week non-pupil days)

Job Purpose

To support and facilitate effective home/school relationships for students with emotional and/or behavioural difficulties. To work with students who need extra help to overcome barriers to learning both inside and outside the school, working under the direction and guidance of the Pastoral Leaders. To cover pastoral staff absence and be an active member of the school's student support system, which encourages students to be effective learners

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- To support and facilitate effective home/school relationships for students with emotional and/or behavioural difficulties
- To encourage and facilitate the use of consistent behaviour management strategies in home and school
- To establish and co-ordinate links with parents/carers, school staff, behaviour support colleagues and external agencies as appropriate with a clear understanding about confidentiality
- To support the safeguarding team, students and parents/carers when incidents arise.
- To attend meetings with regard to safeguarding issue should the need arise.
- To support students who may be at risk of social exclusion and work with their families and relevant agencies to ensure their successful engagement in schooling
- To attend all meetings as appropriate and support parental attendance where necessary
- To encourage and maintain good standards of uniform, behaviour, attendance and attitudes to learning amongst students
- To provide direct support and advice for students and parents/carers of students
- To monitor behaviour databases as they are developed and share information
- Monitoring students returning from fixed term exclusion and to monitor reports when necessary



- To contribute to the effective operation of the school systems to support teachers in behaviour management
- To provide support for individual students and groups of students who have behaviour or emotional barriers to their learning
- To support individual students in finding solutions to conflicts and difficulties
- To contact parents when necessary and engage them in a partnership to encourage positive family involvement in the student's learning
- To assist with the monitoring of student welfare including safeguarding
- To liaise with external agencies and communicate information about students with a clear understanding about confidentiality
- To help with the organisation of events involving students from the year group.
- Assist with necessary administrative tasks
- To build up a full knowledge of the range of support available to students both inside and outside the school.
- Contribute towards the development and delivery of programmes in the school to develop students' self-esteem, social skills and self-development.
- To attend training and development meetings as required.
- To undertake examination invigilation if required.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.