

THE ROLE

We are seeking a compassionate, proactive, and dedicated Pastoral Assistant to join the Senior School Wellbeing Team at STAHS. This is a key role focused on supporting the emotional wellbeing of our students and providing front-line pastoral care to help them thrive academically, socially, and emotionally.

The successful candidate will engage directly and regularly with students, staff, and parents, playing an integral part in delivering wellbeing programmes and pastoral initiatives aligned with our Teach to 25 philosophy. As part of the centralised Wellbeing Team, led by the Head of Mental Health and Wellbeing, the Pastoral Assistant will work closely with teaching staff, Heads of Year, and the Sixth Form Leadership Team to promote a positive and supportive school environment.

This is a permanent position offered on a part-time basis, term time plus one week (36 weeks per year), 35 hours per week, Monday to Friday 8.30am - 4.00pm with a 30-minute unpaid lunch break each day.

The preferred start date for this position is September 2025.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

The key responsibilities for this post are detailed below;

KEY RESPONSIBILITIES

- **Emotional Support:** Provide emotional support to students dealing with anxiety, stress, and other emotional challenges. Plan and monitor appropriate interventions for students who require this support.
- **Individual Support:** Provide 1:1 or small group support to students experiencing difficulties in areas such as social interaction, emotional regulation, or coping strategies.
- **Attendance:** Support students and their families who face challenges with school attendance.
- **Wellbeing Programs:** Assist in the planning, delivery, and monitoring of wellbeing initiatives aimed at promoting mental health, self-care, resilience, and positive behaviour across the school.
- **Record Keeping:** Maintain accurate and timely records of student interactions and wellbeing concerns on CPOMS, ensuring appropriate follow-up and referrals.
- **Administrative Support:** Provide general administrative support related to student wellbeing, including scheduling meetings, managing documentation, and preparing reports as needed.
- **Crisis Management:** Assist in responding to urgent student welfare concerns, including supporting students in crisis and alerting relevant staff or external services when necessary.
- **Promote a Safe Environment:** Ensure that students are aware of and have access to safe spaces for mental health support. Contribute to maintaining a safe and inclusive school environment for all.
- **Parent and Staff Support:** Provide advice and resources to staff and parents to support student wellbeing, and collaborate to address any related concerns.
- **Professional Development:** Obtain qualifications in Mental Health First Aid and ELSA (Emotional Literacy Support Assistant).

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head or Deputy Head Pastoral.

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents, alumni and friends. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS AND EXPERIENCE

- A relevant qualification in education, psychology, social work, or mental health (e.g. diploma or degree) is desirable but not essential.
- Experience working with children or young people, particularly in a school or educational setting, is highly desirable.
- Training or certification in mental health first aid, safeguarding, or therapeutic support is desirable but not essential.
- A commitment to ongoing CPD.

SKILLS AND KNOWLEDGE

- Excellent communication skills both orally and in writing.
- Methodical and logical approach to work.
- Ability to multi-task.
- Ability to work effectively as part of a hardworking team.
- Ability to collaborate with other staff members and external agencies while maintaining a professional approach.
- Excellent organisation and time management skills with the ability to prioritise workloads.

PERSONAL QUALITIES

- Professionalism and integrity.
- A natural ability to build rapport and trust with students, showing understanding and compassion for their wellbeing needs.
- The ability to work flexibly and use of own initiative.
- Self-motivating.
- Ability to identify student needs and find appropriate, practical solutions in a timely manner.
- High professional standards and expectations of pupils and yourself.
- Resilient and able to deal calmly with situations as they arise.
- Able to work collaboratively and build relationships.

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PERSON SPECIFICATION (Continued...)

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- A commitment to the ethos and strategic direction of the school.
- Strong support for the School's mission and values.
- Be a good role model.
- A high level of professionalism and discretion in handling sensitive information.