

PASTORAL SUPPORT ASSISTANT (Years 7-11) JOB DESCRIPTION

Specific qualifications are not necessary, but there is an expectation that relevant training will be undertaken. A willingness to be flexible, creative and proactive is vital, as well as a genuine care for the well-being and progress of our students.

Pay scale – H4, depending on experience. There is an expectation that the role will develop over time.

Working hours are 8.15am-4.15pm, with a half hour lunch break before the students' lunch hour.

JOB DESCRIPTION

- To communicate effectively and work closely with the Assistant Headteacher, Heads / Deputy Heads of Year and relevant staff
- To communicate with parents on a range of pastoral issues
- To communicate appropriate information to teaching staff efficiently and effectively, using email, SIMS messaging etc
- To maintain a confidential record of issues (using CPOMS where appropriate)
- To undertake administrative tasks as directed by the Assistant Headteacher
- To supervise students who are in isolation, including the organisation and collection of work and recording their attendance in the Pastoral Support Base on SIMS
- To administer the Behaviour Management system; recording detentions on SIMS and printing registers and reports when required
- To manage lost property within the PSB and return named items when possible
- To undertake training relevant to the post

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out other duties appropriate to the context of the job, skills and grade.

PERSON SPECIFICATION

- Genuine care for the well-being of students
- Excellent communication and inter-personal skills
- Flexibility
- Tact
- A good listener
- Empathy
- Discretion: dealing with delicate and confidential information only known to a select few
- Firmness
- Resilience
- Good humour
- Creativity
- Willingness to seek advice
- Ability to learn and understand the workings of the school and the underlying educational system
- Competency with basic ICT programmes and a willingness to learn the SIMS Management Information System