



## JOB DESCRIPTION

### SUPPORT STAFF



<b>JOB TITLE:</b>	Pastoral Support Assistant
<b>GRADE:</b>	Band C, Spinal Point 4
<b>HOURS PER WEEK:</b>	33.75 Time Term time only
<b>WORKING PATTERN:</b>	8.15am till 4.15 pm Mon - Fri
<b>RESPONSIBLE TO:</b>	Headteacher/AHT/S2L Manager
<b>RESPONSIBLE FOR:</b>	<p>To work with and under the direction of the teaching or other professional staff, in delivering the learning process and behaviour support. To supervise isolation unit.</p> <p>To supervise the behaviour in the isolation unit and ensure students have the required work during this time. Using systems to record and monitor behaviour so that appropriate support and interventions are put in place.</p>
<b>JOB PURPOSE:</b>	<p>To work students to support their social and emotional needs by working with individuals or small groups of students under the direction of S2L Manager and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location (S2L and isolation) within the school, with access to support and guidance as required.</p>

### ACCOUNTABILITIES / MAIN RESPONSIBILITIES

<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"><li>• Support pre planned learning/behaviour activities as directed by the S2L Manager</li><li>• To work with individuals and small groups to deliver a programme to support behaviour and emotional needs.</li><li>• To mentor students one to one to provide guidance and support.</li><li>• Supervise isolation</li><li>• To supervise after school detentions as part of a duty rota</li><li>• Log and record work carried out with students and feedback to the S2L Manager</li><li>• Co-Tutoring during Form time.</li><li>• Support pupils in their social and emotional wellbeing, implementing related programmes, including social, health and physical needs</li><li>• Assist in escorting and supervising pupils on educational visits</li></ul>
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and out of school activities

- Undertake break and lunch supervision as required

**Communication**

- Under the general direction of S2L manager participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals
- Communicate effectively with all pupils, families, carers and other agencies / professionals

**Sharing information**

- Share information confidentially about pupils with teachers and other professional as required. Completing daily records and target sheets.
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings, staff training

**Safeguarding and Promoting the Welfare of Children/Young People**

- Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence
- Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate

**Administration/Other**

- Prepare differentiated materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work
- Support the use of ICT and adhere to relevant policies
- Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations
- Participate in appraisal, training and other learning activities

**Health & Safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment

**Data Protection**

- To comply with the STAR MAT's policies and supporting

documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality

**Equalities**

- Promote inclusion and acceptance of all pupils
- Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values

**Customer Service**

- The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment
- The STAR MAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values

The duties of the post may vary from time to time without changing their general character or the level of responsibility involved.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other such reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

**SIGNED .....** **POSTHOLDER**

**NAME & DATE .....**

**SIGNED .....** **LINE MANAGER**

**NAME & DATE .....**