



PASTORAL SUPPORT ASSISTANT: JOB DESCRIPTION

Post	Pastoral Support Assistant
Grade	TSAT grade C 37 hours per week Term time plus 5 days
Accountable to	Manager of Student Services
Accountable for	<ul style="list-style-type: none"> • Working alongside the Manager of Student Services you will be responsible for the efficient and effective Student Services provision ensuring every child is supported to achieve their full potential. • Assist with the provision of administrative support/typing. This includes administration and pastoral support as required, supervision of students throughout the day, preparation and collation of student information. • Maintaining a visible present about the Academy throughout the day. Supervision of students attending breakfast, lunch and after-school clubs. Log incidents using database, attending incidents as reported • Review targeted students and contribute to log/target setting • Liaison with parents, carers, HOYs/HODs as appropriate • Supervision of detentions as required, enforcing rules/uniform code • To support Teaching and Learning in maintaining good order throughout the Academy day • Adherence to behaviour management policy, rewards policy • To be the designated first aider on site
Key responsibilities	<ul style="list-style-type: none"> • To work alongside the Manager of Student Services ensuring high standards of punctuality, attendance and behaviour and Learning • Assisting with the provision of administrative support for student services • Establish positive relationships with parents/carers and outside agencies working in health; the police; social care and youth, in order to promote the well-being of all students • To mentor vulnerable groups of students who are at risk of underachieving

	<ul style="list-style-type: none"> • Supervision of students in The Bridge: <ul style="list-style-type: none"> - maintaining behaviour expectations and completion of behaviour contract - supervision of students' completed work and escalation to Student Services Manager for non-compliance • Maintain and update student records as appropriate • To work alongside the Attendance Improvement Manager to receive, record, and monitor all attendance for all year groups • To work with the Student Safeguarding Officer, following the correct policies and procedures to ensure all students achieve and are safe • Respond and assist students at break, lunch, and after school with any issues they may have • To assist with the administration of student admissions and leavers • Assist with paperwork required by the Manager of Student Services, including filing and photocopying • Maintain and update student records on Sims and update student filing systems • Keep accurate records of students punctuality, attendance and behaviour • To liaise with outside agencies as appropriate • To assist with the provision of quality reports on individual learners regarding behaviour and intervention for statutory panels. • To assist with the productions of high quality and timely reports, profiles, portfolios, curriculum statements, references and career guidance, concerning student progress and attainment • Promotion of high standards of behaviour and learning, supporting and monitoring interventions for behaviour, learning, attendance, achievement. • Patrol corridors regularly keeping discipline and order • Monitor students in alternative provision • Keep daily log of incidents using database for diagnostic purposes • Attend incidents in subject areas and seek quick resolutions. • Breakfast/Break/Lunchtime Facilitator • Participate in weekly review and planning session of targeted students – contributing to information log and target-setting • Liaising with parents/carers • Filing behaviour related forms • Keeping record systems • Mentoring and advising students where necessary • Participating in training and development programme • Liaise between teachers and students to arrange detentions • Attend meetings where necessary • Enforce uniform rules • To act as a designated first aid person on duty
Working with Students	<ul style="list-style-type: none"> • Maintain confidentiality inside and outside the workplace • Understand and apply school policies

Other	<ul style="list-style-type: none"> To adhere to Academy dress code presenting a professional image to students, parents/carers, governors and the wider community
Community	<ul style="list-style-type: none"> Maintain confidentiality inside and outside the workplace Understand and apply Academy policies Support Academy ethos and vision in the wider community

Generic Duties relevant to all members of staff

1.1 The Trust

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will be based at the Trust central office. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

1.4 Health and Safety

Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

1.6 Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.