

LEVEL 3 PASTORAL ASSISTANT – JOB DESCRIPTION

Hours of work: 36.5 hours per week, TTO plus 2 weeks holiday working (41 weeks)

Salary FTE: £26,409 plus £1,668.70 SEN allowance (pro rata)

Actual salary: £24,245.31 plus £1,531.98 SEN Allowance

MAIN PURPOSE

To support the Pastoral Manager in college to address the needs of students who need help to overcome barriers to learning both inside and outside the college, in order for them to achieve their full potential.

DUTIES AND RESPONSIBILITIES

- To support students to engage in education by monitoring student welfare, behavioural and attendance issues. This will involve working with staff, parents / carers and students to make sure effective procedures are adhered to.
- To be a Designated Safeguarding Person for the college, fulfilling the roles and responsibilities of that role.
- Carry out administrative duties with Access to Work to support learners on the employment study programmes, liaising with all relevant stakeholders.
- To promote the agreed vision and aims of the college.
- To support other college leaders to ensure safeguarding and health and safety of all students and other stakeholders.
- To support the Parental Engagement Support member of staff to establish strong links with parents / carers and other stakeholders.
- To contribute to the development of the curriculum and lead sessions as appropriate.
- Any other duties as commensurate within the grade to ensure the smooth running of the college.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL), parents and carers and external partners to promote the best interests of students, including sharing concerns, where necessary.
- Promote the safeguarding of all students in the college.

Working with students

- Support student wellbeing.
- Implement agreed strategies to help overcome individual students' barriers to learning.
- Use systems to monitor and feedback on the progress of students who are on targeted interventions.
- Contribute to the development of students' individual support plans and review ongoing progress towards set goals.

- Work alongside the leadership team to manage the transition of new students arriving to college, putting the necessary support in place to overcome any barriers to learning and access to education.
- Work with the college Careers Team on learners' progression routes throughout their time in college to secure meaningful, sustainable destinations for learners.
- Promote high standards of student behaviour and attendance to college and work placements.
- Implement intervention activities which support the inclusion of outside agencies.
- Providing planned support for students at lunchtime and breaktime for students, e.g. running a bespoke lunchtime club.

Working with staff

- Liaise with class teams to support and embed activities on individual support plans and intervention plans.
- Monitor and implement strategies to improve the attendance of students who are on targeted interventions.
- Attendance at relevant meetings to share good practice.

Working with parents/carers and external agencies

- Build positive relations with parents/carers to encourage family involvement.
- Communicate with parents/carers following incidents, safeguarding concerns and social and emotional well-being support, to discuss the effectiveness of the support in place for the student.
- Maintain regular contact with parents/carers to discuss student's welfare and attendance.
- Communicate with parents/carers about specific support in place for students.
- Work alongside families to ensure strategies are implemented in college where necessary.
- Assist parents/carers with any information they need to support their child.
- Be aware of the range of external support available that could support students' individual needs.
- Assist in the co-ordination of events (Progression Evenings, Awards Ceremonies, parental engagement and employer engagement).
- To have a good knowledge of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for families.
- Complete home visits and family information forms for new students, where necessary.
- Ensure contact is made to parents/carers whenever incidents/near misses/safeguarding/ racial and bullying incidents are made.

Administration

- Maintain accurate and secure records of interventions and relevant meetings following General Data Protection Regulation (GDPR).
- Facilitate the transfer of relevant student information inside and outside the college.
- Establish how Access to Work can support our students in a variety of different ways.
- Liaise with Access to Work for students who need additional support in the workplace and produce proof of costs documentation to claim for hours Job Coaches spend in the workplace with a student.

- Organise applications for bus passes, driving licences and bank accounts that learners require in preparation for adulthood.
- Liaise with the college nurse to make sure that student medical information is updated, and that staff are aware of the individual medical needs of students.
- In collaboration with SLT and class teachers ensure that the kitchen have up to date information relating to feeding, allergies and medical needs, e.g. diabetes.
- To undertake appropriate professional development including adhering to the principle of appraisal.

Other areas of responsibility

- To meet and greet students upon arrival at college and monitor home time procedures to maintain the safety of students.

Attendance

- In collaboration with other key members of staff, monitor whole college attendance with staff, parents and other stakeholders.
- Monitoring student attendance and punctuality.
- Ensuring effective communication between all staff regarding identified students and between college and home.
- Arrange for work to be set and collected for suspensions and other student absence.
- Supporting the reintegration of students who have been subject to fixed term suspensions and exclusions
- To monitor and implement personal intervention strategies for individual students and families that will raise attendance across the college.
- To act as a contact for and provide regular communications with parents and attend and provide support at parent meetings to meet and discuss aspects of relevant student attendance and find solutions to any potential problems or barriers.
- To support any inclusion activities for those students with persistent absence and liaise with other staff with skills in specific areas to increase attendance levels through personalised support.
- To ensure all tasks are carried out with due regard to Health and Safety including lone worker processes for home visits.

SUPERVISION RECEIVED

- **Supervising Officer's Job Title:** Executive Principal / Pastoral Manager
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor
- Plan own work to ensure the meeting of defined objectives

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

LEVEL 3 PASTORAL ASSISTANT – PERSON SPECIFICATON

| Criteria | Qualities | Essential | Desirable |
|------------------------------------|---------------------------------------------------------------------------------------|-----------|-----------|
| Qualifications and training | Level 2 qualification in English and Maths | ✓ | |
| | Willing to train to be Deputy DSL | ✓ | |
| Experience | Experience working with children, young people and families in any setting | ✓ | |
| | Experience working with children / young people with additional needs | | ✓ |
| | Experience supporting and working with parents of young people with additional needs | | ✓ |
| Skills and knowledge | Good listening skills | ✓ | |
| | Effective written and verbal communication skills | ✓ | |
| | Knowledge of the barriers to learning that students may face | | ✓ |
| | Tailoring plans and interventions to individual students. | | ✓ |
| | Able to use IT systems/Microsoft office and to conduct analysis and produce reports | ✓ | |
| | Able to create good relationships with students, staff, parents and external partners | ✓ | |
| | Knowledge of available support services in the local area | | ✓ |
| | Safeguarding of children and young people | ✓ | |
| Personal qualities | Patient, calm and tenacious | ✓ | |
| | Solution focused and positive in the face of adversity | ✓ | |
| | Wants to provide the best possible opportunities for all students | ✓ | |
| | Organised, good time management, proactive and self-motivated | ✓ | |
| | Upholds and promotes the ethos and values of the college | ✓ | |
| | Maintain confidentiality at all times | ✓ | |
| | Committed to safeguarding, equality, diversity and inclusion | ✓ | |
| | Able to work well with others as well as using own initiative to work alone | ✓ | |

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| | Understands the pressures facing families with disabled children and can act with compassion and understanding | ✓ | |
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