



GROVE SCHOOL



GROVE COLLEGE

JOB DESCRIPTION

JOB TITLE– PASTORAL SUPPORT ASSISTANT

(MATERNITY COVER: from September 2018 to July 2019)

GRADE: 6

SALARY RANGE: point 18-21 (£15,638 - £17,023 actual)

WORKING YEAR: Term time only

Hours: 37

Post responsible to: Assistant Headteacher - Attitudes to Learning

Conditions of service are those specified by the National Joint Council for Local Government Services

Statement of Purpose

- To support students with personal, social, developmental and behavioural problems to help them identify and realise their potential both inside and outside school.

MAIN DUTIES

In relation to students and staff

- To be the first response person for everyday student problems.
- To help with general student supervision duties.
- To provide support and intervention to promote positive student attitudes and well-being.
- Investigating and dealing with minor disputes with other students eg fall-outs or teasing
- Looking for students who are missing from lessons.
- Support, in liaison with Heads of Year, the SENDCo, Middle Leaders, Senior Leadership and tutors, students with personal, social, developmental and behavioural problems.
- Administer and co-ordinate a referral system for students identified for Pastoral Support.
- Develop preventative strategies related to personal problems, behavioural issues, examination stress, decision making, anxiety and relationship issues.
- Develop and maintain positive relationships with students needing support.
- Attend appropriate meetings to discuss options for levels of Pastoral support with parents / carers, Heads of Year and Senior staff.
- Co-ordinate students support strategies with external agencies such as CAMHS, Young Carers, Social Services.
- Be part of the “on-call” team to respond to issues requiring immediate support.
- Facilitate the sharing of information through participation in multi-agency case conferences.



- Monitor the progress and improvement of students through evaluation of outcomes from support sessions.
- Make use of CPOMS to keep regular and confidential records relating to students.
- Be the first point of contact within school for parents / carers.

Support for Home/School Links

- Establish home/school links for students receiving Pastoral Support.
- Maintain regular contact with families/carers of students in need of extra support, to keep them informed of the student's needs and progress and to secure positive family support and involvement.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come in into contact with.
- Be aware of and comply with policies and procedures relating to the staff code of conduct, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the School.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Identify personal training needs and participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.
- Be aware of and support difference and ensure that students have equal access to equal opportunities to learn and develop
- Any other tasks as directed by the Headteacher which fall within the remit of the post.
- To attend and participate in relevant meetings as required

We reserve the right to review and change the job description, in consultation with the postholder, dependent on the changing circumstances of the school.

Date: 03 July 2018



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<ul style="list-style-type: none">• Acts with pace and urgency being energetic, enthusiastic and decisive.• Communicates effectively.• Has the ability to learn from experiences and challenges.• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	Y Y Y Y	
Special conditions <ul style="list-style-type: none">• Willingness to undertake an enhanced DBS check• Willingness to undertake Child Protection training as part of the 3 year cycle• First aid trained• Willingness to undertake first aid training	Y Y Y	Y