

School Name: Acklam Grange School

Post Title: Pastoral Support Assistant

Responsible to: Executive Headteacher
Headteacher
Director of Corporate Services

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

The following job description applies to the person assisting the Year Manager in managing the Year's day-to-day activities. It is a non-teaching role and is directly responsible to the Headteacher, however, the Year Manager will co-ordinate this role on a daily basis.

Supporting the Year Manager in respect of the following:

- To support and guide the students within an allocated Year Group and across the school.
- To report directly to the Year Leader all issues regarding pastoral and academic matters.
- To assist the Year Leader and Senior Leadership Team to address behaviour and attendance and maintain accurate record keeping.
- To promote the academic and pastoral ethos of the school.
- Be available for staff and students throughout the week and at other times as directed.
- To provide support and guidance for students in terms of attending, reintegration meetings, pastoral meetings, group tutor meetings and attendance issues.
- At all other times, to assist the Year Leader and Senior Leadership Team in supporting students in terms of behaviour and emotional wellbeing during a working day, monitoring reporting procedures, reintegration meetings, internal exclusions, external exclusions, detentions, attendance, lateness.
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and school life.
- To assist in the monitoring and identification of attendance and tackle low attendance; internal/external truancy; students at risk of exclusion; students with low self-esteem, motivation; students with family and school issues impacting on school life; students educationally underachieving.
- To assist the Year Leader to deal with day-to-day behaviour issues within the Year and across the school.
- To assist with the tracking and monitoring of the academic progress of the students within the Year.

- To communicate with teaching staff in terms of student progress both academically and emotionally so as to support the student to reach their potential.
- To celebrate successes within the team, the Year and the School.
- To operate within legal, ethical and professional boundaries when working with young people. This includes confidentiality policies.
- To be a visible and pro-active part of the duty system throughout the School day both in terms of supporting staff in class, and during break and lunchtimes.
- To support and help to instil the ethos of the School in support of the Headteacher and Senior Leadership Team.
- Provide efficient and effective administrative support to the Year Office and Behaviour Team to ensure the smooth operation of the School.
- Be a reference point for pupils who are referred by teaching and support staff- mentoring pupils as appropriate.
- Follow up pupil/staff concerns, making telephone and written contact with parents as appropriate.
- Follow up safeguarding issues in line with school policy and practice.
- Attend conferences regarding pupil welfare and support e.g. case conferences etc.
- Support pupils to re-integrate and 'catch up' when they return to school.
- Use of the school management information system to access and input data.
- Prepare information for, and co-ordinate the production of, individual pupil reports e.g. incident logs for re-admittance after exclusions; material for governors' resolution meeting.
- Work with other pastoral support assistants to share good practice/offer support to one another on a regular basis.

Other duties commensurate with the grade of the post as required by the Executive Headteacher or Senior Leadership Team.