



We're looking for a
**Wellbeing and
Pastoral Support
Assistant**
to join our team!

Wellbeing and Pastoral Support Assistant

Required September 2020

Term Time + 5 days, Permanent Contract

37 Hours per week

Salary £16,871 - £18,262 (actual salary) SCP

7 – 11 £19,554 -£21,166 pro rata

North East Learning Trust and the Headteacher of Diamond Hall Junior Academy are looking for someone who can provide support for students and teachers and contribute to raising standards. As a key member of staff, you will work alongside the Headteacher to shape and drive the vision of the school to achieve the best possible outcomes for pupils, parents and staff.

We can offer:

- a vibrant learning community with enthusiastic and engaging children
- a positive and caring ethos
- a team of hardworking, dedicated and friendly staff where everyone is valued
- a supportive and effective governing body
- a clear commitment to continuing professional development and an investment in future career development

The successful candidate will have:

- Experience working with parents/carers and families.
- Experience managing behaviour and wellbeing with children
- Excellent interpersonal and communication skills.
- Experience of safeguarding children.
- High quality report writing and recording skills.
- An ability to work on their own initiative and be self-motivated.

Deadline: 22nd June 2020

Shortlisting will take place w/c 29th June with interviews taking place 7th July 2020

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to karen.oliver@diamondhalljuniors.co.uk or by post to Mrs Karen Oliver, Diamond Hall Junior Academy, Well Street, Sunderland, Tyne & Wear SR4 6JF.

Job description

Post title:

Wellbeing and Pastoral Support Assistant

Responsible to:

Headteacher

Job purpose:

- To deal with attendance, behavioural, pastoral and welfare issues.
- To support and work with pupils and families to maximize learning for individual pupils.
- To contribute to the development of a whole school approach to overcome obstacles to learning and improve pupil participation in learning and whole school life.

Duties and responsibilities:

Welfare and Behaviour

- Promote positive behaviour throughout school
- Undertake investigations into reported misbehaviour/incidents and implement sanctions according to school policy
- Maintain accurate records by recording information on school systems
- Support the re-integration of pupils on return to school from exclusion
- Deal with incidents throughout the day as necessary
- Contribute to the recording, investigation and monitoring of bullying
- Develop positive relationships with parents and liaise with them in relation to any disciplinary/health/welfare issues
- Provide support for pupils identified as in danger of becoming disengaged from school for emotional, behavioural and attitudinal reasons
- Keep up to date case studies of impact of procedures on welfare, progress and attainment
- Develop and monitor programmes that support pupils with negative attitudes to school, low self-esteem and poor social skills
- Support colleagues to develop, implement and monitor Behaviour/Pastoral Care plans
- Work in partnership with parents/carers to prevent the risk of continued social/emotional behavioural problems leading to exclusion
- Establish appropriate support mechanisms for those identified pupils including home school links
- Assist in the maintenance of educational progress through half termly pupil progress reports and reinforce attitudes and behaviour that are required by school
- Work with teachers, pastoral staff and other professionals to draw up and implement plans for the support of individual pupils and groups

- Work with families/carers of children in need of extra support to keep them informed of the child's needs and progress and to secure positive family support and involvement
- Establish a consistency of support for pupils and parents/carers and make regular contact to maintain this relationship
- Ensure all pupils are able to take full advantage of the learning opportunities available to them
- Maintain appropriate case files/records and contribute to the collection of qualitative and quantitative information as required by the school
- Have a knowledge and appreciation of the range of activities, organisations and individuals that can provide extra support and arrange these services for the pupils as appropriate
- Investigate concerns raised by parents, children and teachers as agreed by the Headteacher
- Liaise with colleagues to share good practice across the school
- Link in with other strategies, both national and local to develop, implement and monitor personalised learning packages for pupils

Management of Academic Performance

- Mentor, counsel and support pupils as appropriate
- Engage in activities that can be undertaken to assist in monitoring the academic progress of the pupils as well as their personal, social and emotional needs
- Contribute to the school's strategy to improve the attendance and punctuality of pupils in receipt of free school meals

Attendance

To support the Safeguarding and Pastoral Support Lead

- Complete preparatory work for the Trust welfare officer
- Prepare data as required for monitoring purposes throughout the school's academic year
- Work with pupils and their families in addressing absence issues and promoting high standards of punctuality and attendance
- Work in partnership with other agencies to reduce persistent absence and children missing education in order to promote safeguarding of pupils
- Develop programmes that include setting targets for individual pupils in areas of attendance, punctuality, achievement and behaviour

Management of New Arrivals:

- Responsible for the induction of all new arrivals in accordance with the school New Arrivals Policy
- Liaise with parents to arrange an induction programme within 10 days of the school receiving notification from the LA admissions

- Obtain all relevant data from families to assist in early accurate assessment and tailored provision, and keep in regular contact with families during the first term of school
- Ensure the content documented in pupils' files, who have transferred from a previous school, is shared with the appropriate personnel within the school to enable them to fulfil their responsibilities to the child

General Requirements

- Attend and participate in training and development courses as required
- Attending meetings, liaise with colleagues within the school, outside agencies and other relevant bodies
- Demonstrate the expected standards of behaviour of pupils and act as a role model
- Adhere to the Academy's/Trust policies and statutory requirements at all times and maintain confidentiality throughout

Professional Values and Practice

- Hold high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement
- Treat pupils consistently with respect and consideration and demonstrate interest of their development as learners
- Contribute to a purposeful learning environment using behavioural management strategies in accordance with the Academy/Trust policies and procedures
- Work collaboratively with colleagues as part of a professional team, and carrying out roles effectively, knowing when to seek help and advice from colleagues
- Reflect upon and know when to improve personal practice
- Work within Academy/Trust policies and procedures and being aware of legislation relevant to personal role and responsibility in the Academy
- Recognise equal opportunities issues as they arise in the Academy and respond effectively, in accordance with Academy/Trust policies and procedures
- Build and maintain successful relationships with pupils, parents/carers and staff

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Good level of literacy and numeracy • Understanding of child protection and safeguarding practice and legislation • Understanding of attendance procedures 	<ul style="list-style-type: none"> • Evidence of further professional development • Working in school with vulnerable groups • Health & Safety knowledge • First Aid Certificate • Understanding of SEND procedures • DSL Training
Experience	<ul style="list-style-type: none"> • Working with vulnerable groups • Communicating to people at all levels • Safeguarding knowledge 	<ul style="list-style-type: none"> • Working with families • Working with external professional services in a learning/pastoral setting
Aptitude and skills	<ul style="list-style-type: none"> • Supporting learning in tackling underachievement and barriers to learning • Supporting behaviour of pupils • To be able to interpret, interrogate and analyse data 	<ul style="list-style-type: none"> • Knowledge of mental health • Experience working with strategies to improve attendance
Personal qualities	<ul style="list-style-type: none"> • Work on own initiative • Be fully committed to equality of opportunity for children, staff, parents and members of the wider community • Strive for excellence • Ability and willingness to work effectively with all staff in a team environment 	<ul style="list-style-type: none"> • To be able to maintain enthusiasm when dealing with routine work • To have a sense of humour

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.