

JOB DESCRIPTION

**SCHOOL: Egglescliffe School**

**POST TITLE**: Pastoral Inclusion Assistant

**GRADE:** G (SCP 9 – 12)

**REPORTS TO:** Head Teacher through Assistant Head Teacher

**JOB ROLE:** The Pastoral Inclusion will provide pastoral support for students across one or more year groups in the secondary phase, working with the existing pastoral/house team.

The Pastoral inclusion assistant will work directly with small groups of students, within the school based Discovery Centre and inclusion base.

S/he is responsible for promoting positive behaviour amongst all pupils and for working with pupils, staff and parents/ carers to manage challenging pupil behaviour.

The Pastoral inclusion assistant is responsible for supporting students with their learning, working to ensure they have the opportunity to fully realise their potential.

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**RESPONSIBILITIES**:

• To support the work undertaken in the Discovery centre and inclusion and support with delivering part of the curriculum.

* To support with the distribution of positive behaviour rewards
* To work as a mentor with individual pupils to provide “solution focussed” activities to overcome barriers to learning, both inside and outside school, and thereby assist them in achieving their full potential.
* Draw up an action plan for students, set regular targets and actions and monitor the outcomes - thereby evaluating progress towards a more positive approach to learning.
* Attend review meetings when appropriate.
* Maintain accurate and up to date records of action plans and evidence of student progress.
* To provide cover to deliver and organise assemblies when necessary.

• To work with tutors, senior staff and support staff to ensure that students are successful, confident and safe.

• To ensure that students adhere to the school’s high expectations, both in and out of the classroom.

• To participate in the transition processes and procedures from both key stages and year groups.

• To establish and maintain positive relationships with parents/carers.

• To work closely with the learning support team to ensure that the educational, emotional and social needs of students, particularly disadvantaged and vulnerable students are met.

• Assist in the overall raising of student standards and achievements, through raising students’ esteem, expectations and aspirations.

• To monitor students’ academic progress and to ensure that effective educational/pastoral interventions are put in place to enable all students to be successful.

• To contribute to Student Voice and ensure that the key stage is well represented.

• To maintain discipline in accordance with the school’s procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study.

**Operational/Strategic planning & Quality Assurance**:

• To co‐operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

• To contribute to the development of the Discovery centre

• To contribute to educational enrichment activities.

• To contribute to the whole school’s planning activities.

• To help to implement school quality assurance procedures and to adhere to those.

• To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

**Staff Development, Recruitment & Wellbeing**:

• To take part in the school’s CPD programme.

• To continue personal development and attend training where necessary or appropriate.

• To engage actively in the Performance Management Review process.

• To work as a member of a designated team and to contribute positively to effective working relations within the school.

**Communications**:

• To communicate effectively with the parents of students as appropriate.

• Where appropriate, to communicate and co‐operate with bodies outside the school.

• To follow agreed policies for communications in the school.

• To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools.

• To contribute to the development of effective subject links with external agencies.

**General Duties**:

• To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.

• To promote actively the school’s corporate policies and to comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.

**Notes**:

• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

• 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.

## SUPPORT FOR THE SCHOOL:

* Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in regular meetings
* Recognise own strengths and areas of expertise and use these to advise and support others
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Participate in training and other learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**



**PERSON SPECIFICATION**

**POST TITLE:** Pastoral Inclusion Assistant

**GRADE:** G

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|  | **Essential** | **Desirable** |
| **QUALIFICATIONS/**  **TRAINING:** | * GCSE Maths and English at Grade C or above * NVQ Level 2 or equivalent qualification in relevant discipline * Willingness to participate in relevant training and development opportunities | * NVQ Level 3 in relevant discipline |
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| **EXPERIENCE:** | * Recent and relevant experience of working with children within an education setting. |  |
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| **SKILLS/**  **KNOWLEDGE:** | * Ability to build effective working relationships with all pupils and colleagues * Ability to support students with their learning * Ability to promote a positive ethos and role model positive attributes * Excellent numeracy and literacy skills * Be able to maintain confidentiality * The ability to manage behaviour of children in a positive and supportive manner * A committed and highly motivated team player. * Excellent written and verbal communication skills. * Excellent interpersonal and liaison skills. * ICT literate with the ability to word process and accurately record data. * Ability to engage constructively with and relate to a wide range of children/young people and families/carers. * Ability to adapt own approach in accordance with pupils needs * Understanding of principles of child development, learning styles and independent learning * Awareness and basic understanding of the school curriculum (within specified age range or subject area) * General awareness of inclusion, especially within a school setting * Able to set tasks which challenge students and ensure high levels of student interest. * Implement behaviour management strategies to tackle challenging behaviour. * Motivate and re-engage disaffected students | * Equal Opportunities and recognising the nature of the diverse school community * Working knowledge of relevant policies/codes of practice/legislation/progress. |
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| **PERSONAL AND PROFESSIONAL ATTRIBUTES:** | * Able to work on own initiative, with minimal supervision and guidance. * Ability to manage own time effectively and assume responsibility. * Ability to remain calm and contribute to the resolution of problems. * Flexible and able to respond quickly to new situations. * A commitment to working as part of the whole school team and supporting the vision and aims of the school * High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements * Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners * Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work |  |