**Job Description**

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| **POST TITLE**  | Pastoral Assistant  |
| **Scale**  | Grade 6 SCP 21-26 |
| **Car User:**  | Desirable |
| **Location:** | Stepping Stones Short Stay School  |
| **Responsible to:**  | Headteacher / SLT / Pastoral Manager  |
| **Staff responsible for:**  | 0 |
| **Job Purpose: The main objectives to be achieved by the Post holder**To share in creating a purposeful, caring, learning environment for children by the application of high professional standards of pastoral care and support for children’s emotional and/or behavioural needs, and learning difficulties. The post holder would be expected to: * Provide behaviour support for pupils, working in close partnership with colleagues.
* Carrying out the role and duties of a classroom assistant when required.
* Plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.

**MAIN**  What the Postholder will actually do**ACTIVITIES**  What prescribed duties will the postholder have**In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**Support for Pupils* Assist in the induction of newly-admitted pupils.
* Assist in the planning and preparation of pupils for leaving school
* Assist children to deal with behavioural and/or emotional difficulties or particular vulnerabilities
* Take every step necessary to ensure that our children are protected from

neglect, abuse and exploitation.* Ensure that all children are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals
* Undertaking activities with either individuals or small groups of children in order to facilitate

their physical, emotional and educational development* To develop, implement and evaluate pupil's Behaviour Support plans and risk assessments.
* To support pupils as part of a planned inclusion programme. (Delivering small group and 1:1 support programmes linked to learning, social, emotional and behavioural needs)
* To develop positive relationships with pupils and staff to assist pupil progress and attainment.
* To undertake classroom administrative tasks. (displays, resource making, behaviour monitoring etc.)

**Support for the School*** Assist with the implementation, monitoring and review of programmes designed to aid individual pupils’ social and academic development
* Liaise effectively with outside partners (parents, social workers etc) as necessary, including attendance at home visits, where appropriate
* Support the writing and fulfilment of day pastoral care systems and rota’s (e.g. breaks,
* lunchtime, etc)
* Keep appropriate records and report as necessary on the above core elements, as required
* Administration of medication and the keeping of appropriate medication records
* To support class teachers by assisting in classroom management and by providing basic supervision and care skills in relation to pupils
* To carrying out the role and duties of a classroom assistant when required.
* To escort children from and to home, to liaise closely with parents, encouraging a partnership in the personal, educational and social and emotional development of the child.
* Plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.
* To attend staff training and meetings as appropriate.
* To take care of their own and other people's health and safety.
* To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
* Assist in the supervision of children on trips/visits.

**Support for the Curriculum*** To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
* To select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds.
* To support the use of ICT in learning activities.

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| **Note:** | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.** |

**Equal opportunities**We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.**Health and Safety**All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy**Safeguarding Commitment**This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment**Safer recruitment checks will be carried out prior to employment.** |

# Person Specification Form

**Post Title - Pastoral Assistant**

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| **Personal Attributes required****(on the basis of the job description)** | **Essential (E)****or****Desirable (D)** |
| **Qualifications** |  |
| NVQ level 3 or above qualification (or equivalent)  | E |
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| **Experience** |  |
| Experience of working with children within a Primary school that have complex and challenging behaviour.  | E |
| To have worked with parents/ social workers to assist child development.  | D |
| To have experience of working with primary aged SEMH / ASD pupils | D |
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| **Knowledge/skills/abilities** |  |
| To understand the expectations of a school.  | E |
| To have knowledge of children’s developmental needs.  | E |
| To understand the varied needs of SEN pupils.  | E |
| Ability to relate well to children | E |
| Ability to work as part of a team (seeking advice, guidance and implementing)  | E |
| Good communication skills and ability to communicate well with colleagues in other settings.  | E |
| Ability to relate well to parents/carers.  | E |
| Ability to supervise and assist pupils | E |
| Time management skills | E |
| Organisational skills | E |
| Knowledge of classroom roles and responsibilities | E |
| Knowledge of the concept of confidentiality and being confidential at all times.  | E |
| First Aid Certificate | D |
| Knowledge of a range of factors that can affect a child’s behaviour. E.g. attachment, autism, sensory processing, learning needs, ADHD etc.  | E |
| Ability to support, mentor, coach and guide the practice of other colleagues.  | D |
| The ability to plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate. | E |
| To be able to assist parents / carers in home situations.  | D |
| To liaise with multi - disciplinary teams.  | D |
| Ability to make effective use of ICT  | E |
| Flexible attitude to work and commitment to follow all school policies.  | E |
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| **Other** |  |
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| Commitment to undertake in –service developmentCommitment to safeguarding and protecting the welfare of children and young people, following the schools policies for safeguarding.  | EE |
| Full UK Driving Licence and use of a car.  | D |
| Ability to undertake Team Teach training.  | E |