



Pastoral Support Assistant JOB DESCRIPTION

RESPONSIBLE TO:

Heads of Year 7-11. This post will be line managed by the Pastoral Support Team Leader.

JOB PURPOSE:

To provide assistance to the Heads of Year and wider pastoral team to support the pastoral needs of the students at Testbourne Community School. To assist the Pastoral Team to address the needs of students who need help to overcome barriers to learning and to respond to behaviour issues within the school throughout the school day including break and lunchtimes. To provide administrative support to the Pastoral Team.

Principal Accountabilities:

Support for students	• To maintain high levels of attendance and punctuality and work towards improvement • Be available for students when personal matters affect their learning • Contribute to students' personal development as a mentor and coach • Contribute to the successful transition of students through the Key Stages • Provide lunchtime and break supervision each day, being available or and interacting with students whilst ensuring good order is maintained • Maintain and establish positive home school relationships • Assist the Attendance Officer in contacting home with regards to attendance and punctuality as directed by the Pastoral Team
Support for the Heads of Year	• Provide confidential administrative support for the Heads of Year • Arranging appointments on behalf of the Heads of Year where necessary to ensure good home/school communications. • Support the investigation of incidents, including the taking of statements and ensuring consistency • Respond in a timely manner to poor behaviour by our students within the school and community



	• Work strategically to reduce the level of poor behaviour by our students within the school and community • Assist with the organisation of social events for year groups where necessary • Support assemblies where necessary
Support for the school	• Support Year Heads in the event of colleagues being absent and generally work as a team with other Pastoral Support Staff where necessary • 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 students have equal access to opportunities to learn and develop • Contribute to the overall ethos / work / aims of the school • Attend and participate in regular meetings where necessary/ appropriate • Participate in training and other learning activities as required • Supervise students on visits, trips and out of school activities as required

The line manager will liaise with the Heads of Year and the post-holder to ensure that there is a realistic and appropriate expectation of workload.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.