



VERULAM
SCHOOL

Headteacher: Julie Richardson

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JOB DESCRIPTION

Job Title: Pastoral and Safeguarding Assistant
Grade: H5
Reports to: Deputy Head (Pastoral)

Purpose of the job:

To support the Deputy Headteacher (Pastoral) to ensure the smooth running of the school on a day to day basis.

To work as a member of the school's pastoral team, alongside teaching staff and the Special Education Needs Department to ensure that every pupil achieves their potential through the provision of targeted support and intervention.

Work closely with the Designated Safeguarding Lead, supporting them with the administration of wellbeing and safeguarding duties. They will also work with the with the Heads of Years, Pastoral Support Worker, Learning Room Supervisor and the Pastoral Support Officers under the designated school pastoral system.

The role will require them to manage and co-ordinate the Deputy Headteacher's diary and organise meetings, as appropriate. To draft memorandums, letters and reports for their approval. To manage all correspondence related to suspensions. To note and coordinate the follow-up actions at the end of key meetings and from correspondence. Maintain and devise office systems, including data management and filing. The role will also involve a mixture of dealing with difficulties around the school in terms of pastoral support and working within our pastoral team to support parents / carers of pupils with behavioural and attendance issues.

Every member of staff at Verulam has a vital part to play in the success of the School. The School Handbook clearly explains our policies and procedures but the list below outlines in a summary form the main duties and responsibilities of all staff.

Main activities:

The purpose of the Pastoral and Safeguarding Assistant is to be a flexible and supportive member of staff who can assist all Pastoral Leaders in the effective daily management of the pupils, as well as providing a supportive framework for individual and group intervention as necessary. The nature of

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the role is such that flexibility and self-motivation are crucial to success, however the main three areas of work are outlined below:

- To be part of the safeguarding team, qualified to Level 2 and be one of the deputy designated senior leads. Attend Child Protection / Child In Need Conferences and core group meetings
- To be part of the first response First Aid team by completing the First Aid at Work qualification.
- Investigating incidents in the school when tasked to do so and providing summary reports and recommendations to Heads of Year / Deputy Head.
- Supervise students in the isolation room.

Other areas of work include:

- Working with groups of pupils or mentoring individual pupils to improve progress and positive attitudes towards school.
- Responsibility for issues that arise, when Heads of Year and Pastoral Leaders are teaching.
- Supporting the pastoral team by undertaking other duties eg cover for student services organising external agencies appointments

Administrative tasks

- Compiling statements and paperwork regarding behaviour incidents
- Reminding students of detentions
- Arranging and being present at post exclusion meetings, when required
- Monitoring reports and data input
- Supporting the induction of new students throughout the year including preparing for the initial meeting with the child and parent/carer
- Filing and retrieval of students' files
- Assist in completion of paperwork for group events/trips relevant to the year

General Duties

- To keep abreast of appropriate new developments and initiatives relevant to the service
- To liaise, advise and consult with other members of staff as and when required
- To attend regular meetings to support students and families
- To help supervise students who are internally excluded, when required
- To attend relevant INSET, induction and professional training
- To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately
- To attend regular meetings; Pastoral Supports Plans; Individual Education Plans, annual reviews
- Any other reasonable activities as directed by the headteacher

Person Specification E – Essential D - Desirable

Experience and qualifications:

- Undertaken qualifications relevant to the post (where appropriate) (D)
- Commitment to updating professional skills (E)
- Evidence of expertise and success in the areas described in the job description (E)
- A good standard of education (E)

- Ability to use ICT (E)
- Evidence of working with young people would be an advantage (D)

Professional 'know how'

- Demonstrates a sound understanding of the knowledge required to carry out the duties described in the job description (E)

Personal qualities

- Hardworking (E)
- Flexibility and a good sense of humour (E)
- Good self-management and organisational skills, including the ability to plan one's time effectively (E)
- Is pro-active (E)
- An ability to relate to young people (E)
- Able to work under pressure (E)
- Able to work as part of a team (E)
- Enjoys working in new and challenging situations (E)
- Committed to maintaining a positive ethos (E)
- A willingness to be fully involved in the life of the school (E)
- A high level of personal integrity and probity (E)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and
- attitudes to use of authority and maintaining discipline
- Experience of working within schools or an educational setting.
- Knowledge and understanding of safeguarding procedures.

Review arrangements:

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

Conditions of Employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract)
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's policy in respect of child protection and safeguarding matters

- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.
- Staff will be expected to participate in the school's staff appraisal scheme.

If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

The selection panel will be looking for evidence in your application form and supporting letter of your strengths and abilities in relation to the criteria set out in this person specification.

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