



VERULAM
SCHOOL

Headteacher: Julie Richardson

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JOB DESCRIPTION

Job Title: KS3 / KS4 Pastoral Support Assistant
Grade: H5
Reports to: Head of Year

Purpose of the job:

To provide support for Senior Leadership Team (SLT) and Heads of Year in tracking the progress of students and supporting their behavioural, emotional and social needs.

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:

Assisting our Heads of Year by supporting them in their work with students and parents/carers. The duties include:

- To provide support for students whose challenging behaviour or personal circumstances impact on their learning and the learning of others
- To support "The Verulam Learning Room" during allocated periods during the school day. Reinforce school procedures and enforce actions for student behaviour
- Monitor student lateness
- Organise and deliver repair and rebuild between students and students/staff
- Facilitate staff intervention contracts between students. Monitor staff intervention contracts
- Liaise with HOYs/HODs with regards to student intervention.
- Attend/lead meetings with parents/carers out of hours when required
- Supervise students on trips. Escort students with SEND when required
- Attend and contribute to Student Support Panel meetings. Take a lead on cases when required. Liaise with outside agencies. Take professional lead when required on TAF cases
- Organise and deliver KS3 or KS4 transition classes and liaise with HOYs to compile cohorts
- Organise and deliver KS3 or KS4 self-esteem classes and liaise with HOYs to compile cohorts
- In HOY's absence, assist SLT attached in the organisation and the smooth running of the year group
- Issue of daily reports, as and when required by the Head of Year and/or attached SLT
- Monitoring of students on report

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- Assisting with discipline management
- Provide cover supervision for allocated classes when necessary

Establishing supportive relationships with identified students

- To encourage acceptance and inclusion of supported students in all aspects of school life
- To assist in the school's methods of promoting/reinforcing students' self-esteem
- Where appropriate, to develop relationships to foster links between home and school
- Identify students and support them to achieve their targets
- To emotionally support students as and when required
- To develop a one to one relationship with students to monitor their progress towards agreed goals
- To develop a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students
- To work in a variety of ways to support, motivate and challenge students to raise self-confidence. These may include support in class, one to one counselling, helping individuals and groups with work and developing skills, as well as developing and implementing Individual Action Plans
- To keep a detailed monitoring and progress record for specified students and to make these available to the relevant Head of Year and SLT.
- Work with Heads of Year in assemblies
- Provide frequent pick up for students who need social & emotional support

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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