



## JOB DESCRIPTION

### Pastoral Support Assistant

#### Salary and Hours

**Salary: Grade 4 to 5 (£19,446 to £25,463 full-time)**  
**Actual Salary is: £16,331 to £21,749**

**Hours: 37 hours per week**  
**Term time only**

#### Role Description

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level or responsibility associated with the post.

**Reporting directly to:** The relevant Assistant Head  
Progress and Achievement Leader for assigned year group/s

**Liaising with:** Tutors, Progress and Achievement Leaders, Middle Leaders, senior leadership team, subject teachers, SENCO, Attendance Officer, Learning Support mentors, outside agencies

**All Support Staff are managed overall by the School Business Director**

Purpose:

- To support the progress and achievement leader in establishing high standards of achievement, behaviour and attendance and to create a positive year identity.
- To embed the core values of The Minster School in students, supporting them to engage with learning.
- To cover for existing Pastoral Support Assistants in their absence.
- To support the welfare of individual students within particular year group/s.

Core Duties and Responsibilities:

To work in partnership with Progress and Achievement Leader/Assistant Head Teacher

- To oversee behaviour, attendance and welfare issues relating to assigned year group/s.
- To help remove welfare barriers to learning, enabling students to make at least expected progress.
- In particular supporting vulnerable learners to make good progress, including
  - Pupil premium students
  - Looked after children
  - Young carers
  - Persistent non-attenders
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour.
- To ensure smooth running of year assemblies; leading and preparing some assemblies.
- To be proactive in supporting the school behaviour system by being a strong presence in corridors at lesson changeovers, break times, end of lunchtimes, end of the school day.
- To liaise with tutors on issues of a pastoral nature, with active involvement in tutor meetings.
- To support individual students to access lessons and learning, helping them to meet expectations of teachers.

- To manage and administer the Behaviour for Learning system in relation to assigned year group/s, ensuring students attend detentions and follow up if they do not.
- To ensure rewards are issued and collated for assigned year group/s.
- To take up duties related to on call and staffing of isolation.
- To work as part of the team of Pastoral Support Assistants, sharing duties and information as appropriate.
- To actively use SIMs to ensure incidents and actions are meticulously logged.
- To liaise with outside agencies and attend meetings as appropriate.
- To assist with administrative tasks e.g. maintaining accurate records.
- To attend meetings and reviews as necessary, making contact with parents as required.
- To build relationships with parents and resolve issues, liaising with external agencies as directed.
- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing difficulties.

Quality Assurance and standards:

- To set a good example in terms of dress, punctuality and attendance.
- To be professional when dealing with visitors, staff, students, outside agencies.
- To attend team and staff meetings as required.
- To be proactive in matters relating to health and safety.
- To implement and promote the school's policies and procedures relating to all areas of employment and service delivery.

Additional duties:

- To play a full part in the life of the Minster Teaching School and its Alliance, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff review processes and professional development opportunities.
- To train as a first aider and administer emergency first aid to students as necessary.
- To train and act as a designated child protection officer in school.
- To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Head Teacher.

Health and Safety:

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

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- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
  - The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
  - This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Staff Member

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_

