



## JOB DESCRIPTION

### Pastoral Support Assistant for Post-16

#### 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 Director of Post-16 Studies  
**Liaising with:** Tutors, the Deputy Director of Post-16 Studies, the Post-16 Administrator, Middle Leaders, senior leadership team, subject teachers, SENCO, Attendance Officer, Learning Support mentors, outside agencies and the Designated Safeguarding Lead

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

Purpose:

- To support the Director of Post-16 Studies and Deputy Director of Post-16 Studies in establishing high standards of progress, behaviour and attendance and to create a positive Sixth Form identity.
- To embed the core values of The Minster School in students, supporting them to engage with learning.
- To support and challenge students to ensure that they maintain success throughout their studies and consistently work to meet their targets.
- To encourage outcomes that enable students to progress on to future study, employment or apprenticeships.
- To support the well-being, motivation and welfare of individual students within the Sixth Form.

Core Duties and Responsibilities:

To work in partnership with the Director of Post-16 Studies, Deputy Director of Post-16 Studies and Sixth Form Administrator:

- To address behaviour, attendance and well-being issues relating to the Sixth Form.
- To work with students who are adversely affected by issues relating to mental health and well-being.
- To help remove welfare barriers to learning, developing clear planning for students to make at least expected progress.
- In particular supporting individual learners to make good progress, including
  - Students who qualify for the Sixth Form bursary
  - Students who have been identified as Pupil Premium or Looked After Children in the Main School
  - Young carers
  - Unmotivated students
  - Persistent non-attenders
  - Students with low GCSE average points scores

- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To enforce expectations with regard to dress code, attendance, punctuality and respectful behaviour.
- To be proactive in supporting the ethos of the school and Sixth Form expectations 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 support with the administration of the Behaviour for Learning system in relation to assigned year group/s, ensuring that any sanctions are followed through, including liaising with parents and carers.
- To ensure rewards are issued and collated for assigned year group/s.
- To take up duties related to supervised study.
- To work as part of the Sixth Form team, 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: \_\_\_\_\_