

## Job Description – Pastoral Support Assistant

<b>Job Title</b>	PASTORAL SUPPORT ASSISTANT
<b>Grade</b>	2020 Scale 3, Points 4 - 5
<b>Reports to</b>	Headteacher
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Other staff, pupils, parents and external agencies, as required
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>To provide direct support for pupils with emotional and/or behavioural difficulties.</li> <li>To work with and help facilitate those pupils' successful inclusion in school life.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>To encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting by using positive behaviour management techniques designed to develop the pupils' ability to behave appropriately.</li> <li>To make a practical contribution to the implementation of an agreed school plan, designed to support a pupil's Individual Education Plan and/or the development of positive behaviour management systems in the school that are designed to promote and reinforce appropriate behaviour.</li> <li>To model, within class, support strategies designed to encourage and develop appropriate behaviour in a variety of settings, i.e, with individuals and group/whole class settings.</li> <li>To model, group-based activities designed to develop pupils' problem-solving, listening and social skills. This may involve modelling techniques such as "Circle Time and Parachute Games".</li> <li>To produce a variety of resources for the pupil/school/class designed to support an individual's Behaviour Programme and/or support whole school positive behaviour systems.</li> <li>To participate in the evaluation and review of the agreed support in conjunction with other Behaviour Support Staff and/or School staff.</li> <li>To attend relevant meetings.</li> <li>To supervise pupils receiving detention at lunchtime.</li> <li>To consult with parents regarding pupil support matters and responding to incidents of challenging behaviour.</li> <li>To be aware of and working within the School's policies relating to Child Protection and physical contact with pupils.</li> <li>To take personal responsibility to decide when appropriate to inform parents by letter of incidents that may have occurred.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
<b>General</b>	<ul style="list-style-type: none"> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li></ul> |
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The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.