

Pastoral Assistant

School: Crosby High School

Post: Pastoral Assistant

Grade: Grade E

Responsible to: Pastoral Manager

Responsible for: Support for children
and staff
throughout the
school

PURPOSE OF THE JOB:

To work as a Pastoral Assistant as part of the Pastoral and Thrive Team. The role will be supervised by the Pastoral Manager and under the guidance of the Crosby High Safeguarding Team, delivering targeted, tiered and co-ordinated interventions to families with a range of needs. These will include effective parenting skills including behaviour support, relationship breakdown, family dynamics, emotional health and well-being, sexual health and self-esteem. Support will also be offered to children and parents to tackle issues such as school attendance.

The post-holder will work under supervision in developing planned interventions for families in partnership with parents and children providing practical, hands on support, information, advice and guidance covering a range of issues such as children's developmental needs, learning, school attendance, behaviour management, parenting strategies etc. This will also include signposting to relevant agencies to further support the family.

The Pastoral Assistant will also deliver a variety of individual and group-based interventions to children and families, which will help move them forward, raising their aspirations and belief in their capacity to change their own lives.

The Pastoral Assistant will also be responsible for working within the Thrive Approach whole school ethos.

DUTIES AND RESPONSIBILITIES:

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To undertake direct work with individual children, young people and parents to find practical solutions to a range of issues. This may involve assisting with school attendance, home routines or other practical aspects of family life including contributing to the provision of parenting information and advice to parents of children and young people at Crosby High School.
2. To contribute towards the development of an 'outcome-focussed' intervention support plan to meet the identified needs of children, young people and their families.
3. To have a good understanding of risk and be able to respond appropriately to incidents relating to child protection and safe guarding and maintain client confidentiality and information sharing protocols.
4. To ensure that children, young people and families are fully involved in planning and decision making (where appropriate) and supported to represent their views.
5. Provide group-work interventions to young people on a range of issues such as sexual health, mental health support, substance misuse, crime and disorder and equality and diversity.
6. To assist in delivering in partnership with other agencies a comprehensive programme of parenting courses, to be delivered in the school that meet the differing needs of parents and families.
7. To maintain accurate, quality and timely records on CPOMs system.
8. To work flexibly across the full age range within the school.

9. Engage children, young people and their families in constructive, positive activities and learning/developmental opportunities.
10. To work within the safeguarding procedures and ensure that any concerns are reported and acted upon.
11. To undertake personal learning and development (CPD) to address identified learning and development needs of the post holder and the school.
12. To carry out all responsibilities with due regard for Sefton Council's equality and diversity policies and procedures.
13. To maintain and resource the Thrive Room to ensure practicality and safety for all pupils utilising the room.
14. To undertake any other duties commensurate with the grading of this post, as required by the schools headteacher and senior leaders.

HEALTH AND SAFETY

To exercise due regard for personal health & safety and comply with all the requirements of Health and Safety legislation and Crosby High School Policy bringing issues to the notice of the Senior Management Team and taking appropriate action where necessary.