



## **PASTORAL ASSISTANT**

### **School Mission Statement**

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world

**Job Title:** Pastoral Assistant

**Responsible to:** Pupil Progress Leaders, Assistant Pupil Progress Leaders, Headteacher, Senior Leadership Team and Business Manager

**Salary Range:** Grade E SCP 7 - 11  
Full Time (36 hrs per week) Term Time

### **Job Purpose:**

To act as a first point of contact for student and parental enquiries supporting the Pupil Progress leaders and Assistant Pupil Progress leaders with the promotion of social, emotional and personal development of students within the school setting.

To work in a structured and proactive way with pupils, pastoral staff, senior staff, SENCo, support staff, parents and outside agencies in order to improve pupils engagement, motivation, attendance, co-operation and attainment in any allocated year groups.

Providing administrative, welfare and first aid support to pupils, staff and visitors as part of the wider pastoral and support staff team.

### **General Responsibilities:**

To contribute to the Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils.

To support and follow the policies and procedures set out in the Staff Handbook and as directed by the Governing Body.

To take advantage of all opportunities for professional development

### Working Routines and key tasks:

To support and co-ordinate the re-integration of pupils in to school being a point of contact for pupils, parents and the wider pastoral team.

To support and facilitate the schools policies and procedures for attendance, punctuality, behaviour and wellbeing under the direction of the Pastoral team. Ensuring a supportive and inclusive school environment providing guidance and pastoral care.

Support the implementation and reinforcement of school policies and procedures across the year groups, in particular, the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person.

Under the direction of Pupil Progress leaders arrange and provide administrative support for meetings and interventions as required being the first point of contact for parents.

To update school's electronic management systems (SIMS, ClassCharts, CPoms and provision map) with information and interventions in a timely manner.

To support student with any bullying, bereavement, school phobia, medical and mental health and SEND needs as directed by the wider pastoral team including the administration of First Aid.

To keep and update appropriate records of actions, interventions and outcomes as a means of monitoring and evaluating progress and effectiveness of routines.

To undertake routine administrative duties for the Pastoral team and wider school community.

To provide administrative support for school events including parents evenings, open evenings, immunisation programmes and CEIAG events as and when required.

Collation of and updating records and information for pupils including medical details, where abouts of students and registers as and when required.

To be part of the wider support team for our pupils including where necessary supporting other areas when required.

Other work commensurate with the scale and nature of the post

## General:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job



## PASTORAL ASSISTANT PERSON SPECIFICATION

The successful applicant must be able to relate well with a wide range of young people from different backgrounds as well as with teachers, other professional, adults other than teachers and pupils' families. They will need commitment, energy and patience and must be prepared to learn

Appointment will be subject to Enhanced DBS clearance to work with children.

	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; Experience</b> <ul style="list-style-type: none"> <li>• Experience in use of the Microsoft Office suite of applications, including Excel and Word</li> <li>• Experience of working under pressure and to strict deadlines &amp; guidelines</li> <li>• Experience of working in school environment</li> <li>• Experience of using SIMS, Class Charts and CPoms systems</li> <li>• Ability to relate well to pupils and build strong pastoral relationships.</li> </ul>	 √  √   √	   √ √	 A,I,R  A,I,R  A,R A,I A,I,R
<b>Skills</b> <ul style="list-style-type: none"> <li>• Good keyboard skills</li> <li>• Excellent Communication skills – written &amp; verbal</li> <li>• Excellent organisational skills</li> <li>• Able to work as part of a busy team or under own initiative with minimal supervision</li> </ul>	 √ √ √ √		 A,I,R A,I,R  A,I A,I,R
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Flexible approach to working within a small support team</li> <li>• Enthusiastic outlook, with a “can do” attitude</li> <li>• Patient and methodical</li> </ul>	 √ √ √		 A,I A,I,R A,I

<ul style="list-style-type: none"> <li>• High level of accuracy</li> <li>• Excellent interpersonal skills</li> </ul>	√ √		A,I,R A,I,R
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- Ability to engage constructively with, and relate to, a wide range of young people and families/carers with different backgrounds
- Working with others, the ability to access and review young people and family circumstances and plan appropriate responses, drawing on in-school and external expertise where necessary
- A proven track record in working with young people and the ability to see a child's needs in the round
- A desire to do something worthwhile for young people, to understand their needs and to gain insight into how they think
- A willingness and ability to learn and see potential benefits