



Pastoral Assistant Temporary Position

Job Description

SPINAL POINT RANGE (OUTER LONDON, NJC FOR LG SERVICES): 5-7

RESPONSIBLE TO: Deputy Head-Behaviour and Safety

SUPERVISION EXERCISED: Pupils

CONTACTS: Internal: Staff and pupils.
External: Pastoral external agencies: e.g: Social Care, EWO, Parents

MAIN SCOPE OF JOB:

1. To assist the Deputy Headteacher (Behaviour and Attendance) and Year Teams with Pastoral matters.
2. To provide mentoring for vulnerable pupils.
3. To provide safeguarding cover

Duties and Responsibilities

A Duties

- a) Under the direction of the Deputy Headteacher (Behaviour and Attendance), assist the Year Learning Coordinators in KS3/4 with their duties
- b) To undertake a range of administrative routines associated with the pastoral structure and safeguarding
- c) To investigate behaviour incidents including the taking of pupil statements
- d) To make phone calls to parents in order to discuss pastoral matters
- e) To manage pupil desk enquiries
- f) To undertake general administrative duties
- g) During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Swakeleys School For Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.
- h) During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018
- i) In accordance with the commitment of Swakeleys School For Girls to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to

promote and safeguard the welfare of children and young people in the school. A satisfactory DBS check is required for this post.

B Equal Opportunities

Understand and act in accordance with the Equal Opportunities policies of the School with regard to staff, pupils and visitors.

C Other Duties

Carry out any other duties commensurate with the general level of responsibility of the job.

Person Specification

- Experience of working with young people.
- The ability to communicate easily with colleagues in school
- A firm, calm approach when working with young people
- Sensitivity to different individual needs of pupils and their families
- The ability to be flexible while responding to the ever changing needs of pupils.
- A commitment to inclusion and equal opportunities
- To be willing to attend training and to share new developments with other colleagues
- To have secure ICT skills including a knowledge of word and excel.
- To have experience of the SIMS package (desirable)
- To have a sense of humour.
- To be an excellent team player.