



LEAD PASTORAL ASSISTANT

Job Description

SPINAL POINT RANGE (OUTER LONDON, NJC FOR LG SERVICES): 23-25

RESPONSIBLE TO: Deputy Headteacher (Behaviour and Attendance)

SUPERVISION EXERCISED: Pupils

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

MAIN SCOPE OF JOB: I. To assist the Deputy Headteacher (Behaviour and Attendance) and Year Teams with Pastoral matters. To provide mentoring for vulnerable pupils.

Duties and Responsibilities

A Duties

- a) Under the direction of the Deputy Headteacher (Behaviour and Attendance), co-ordinate and deliver mentoring to nominated pupils. In particular, to mentor vulnerable pupils in relation to attendance and liaise with their families and those with emotional difficulties.
- b) To Line Manage the Pastoral Assistant
- a) To undertake a range of administrative routines associated with the pastoral structure
- b) To make phone calls and meet with parents in order to discuss pastoral matters
- c) To maintain a rewards spread sheet and produce rewards certificates
- d) To plan and lead on delivery of behaviour and safety small group work and restorative justice sessions
- e) To attend multi-agency meetings as appropriate
- f) To order any resources required for mentoring
- g) To follow the practices and procedures of the school concerning child protection as outlined in the child protection policy
- h) To deputise for the attendance officer in managing registers and first day calling
- i) To cover the inclusion room if required and for breaks
- j) To train and act as a mental health first aider

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 the responsibility of the job.

Person Specification

Qualifications

- GCSEs in English and Mathematics, minimum grade C

Experience

- Experience of leading a small team (desirable)
- Some knowledge of the working of a large comprehensive school
Some understanding of the secondary school curriculum and the age related expectations of pupils
- Other experiences which have provided a preparation for this post

Skills / Knowledge

- Willingness to undertake any training necessary for the smooth introduction to the post, and then for its continued effectiveness
- Understand and respect social, cultural, linguistic religious and ethnic backgrounds
Be able to build and maintain successful relationships with pupils; treat them equitably with respect and consideration
Demonstrate and promote positive values, attitudes and behaviour
Carry out the administrative and organisational requirements for the post in a prompt, competent manner.

Personal Qualities

You will have:

- A commitment to the best interest of the pupils
- Enthusiasm and a sense of humour
- Willingness to take responsibilities
- A calm disposition and able to work under pressure
- The ability to work on your own or as part of a team
- The ability to communicate well with both pupils and adults
- The ability to work efficiently and harmoniously with all staff in the school
- Willingness to maintain a formal and professional appearance and a high standard of conduct at all times
- A good record of attendance and punctuality at work

- A commitment to the policies and practice of equal opportunities