



JOB DESCRIPTION

Post Title:	Pastoral Support Assistant
Working Time:	Part Time 32.5 hours per week, Term Only 39 weeks per year including INSET Days
Salary/Grade:	Grade 3: (Points 5-9)
Hours of work:	
Line Manager:	
CRB Disclosure Level:	Enhanced with Children's Barred Checklist
Main Purpose:	To provide pastoral care to and support the learning of individuals and groups of pupils, addressing the needs of pupils to overcome barriers to learning and support positive outcomes in school.
General Responsibility	<ul style="list-style-type: none"> • All school staff are expected to: • Work towards and support the school's Catholic mission statement, the vision and the objectives. • Support and contribute to the school's responsibility for safeguarding students. • Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the Performance review process. • Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
1. Activities:	<ul style="list-style-type: none"> • Provide support and advice to pupils to promote good mental health, physical health, learning and personal development • Support good pupil punctuality and attendance and implement policies to improve both • Ensure families / carers of pupils in need of additional support are kept informed and involved in the progress of their child • Act as a point of contact for pupils requiring specialist support • Liaise with outside agencies to ensure pupils needs are met • Assist in resolving relationship issues between pupils, and between pupils and staff • Specific duties commensurate with the grade that meet the needs of the year group • Be aware of and comply with all relevant policies, procedures and legal requirements including those relating to child protection, First Aid, health and safety, security, confidentiality,

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	<p>data protection and discrimination etc.</p> <ul style="list-style-type: none"> • Supervise and support pupils during break and lunchtimes • Assist with preparation for Open Evening etc, and attendance at school events as required.
<p>2. Professional Development:</p>	<ul style="list-style-type: none"> • Working at or towards core and relevant optional national occupational standards (NOS) in supporting teaching, learning and personal development with skills/knowledge equivalent to national qualification Level 3 • To undergo First Aid training and be available for First Aid as required • To evaluate and review own practice within the school Performance management system for support staff. • To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

<p>Signed (post holder):</p>	<p>Signed (Headteacher):</p>
<p>Date:</p>	<p>Date:</p>

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