



Pastoral Support Assistant

Job Specification:

Learning Support Assistant:

- Provide support and guidance to students in the classroom
- Assist with the supervision of students outside the classroom in lunch and break times.
- Enforcing school and class rules as and when required
- Provide specific support to students with special educational needs often working 1-to-1 with a pupil or with a small group of students
 - Helping them with organisation
 - Homework – writing in their homework for them, providing additional explanation of what it is they must do and breaking tasks down
 - Classwork – adapting/explaining what it is they must do
- Assisting teachers in their lesson preparation – such as printing resources, photocopying and any other jobs needed
- Assisting with educational visits outside of school as and when required, within the UK and abroad
- Communicating with the SENCO's on a regular basis in order to best support the children they teach in the classroom
- Regular communication with class teachers/form teachers and heads of school – behavioural incidents/classroom matters
- Cover lessons as and when required
- Attending staff meetings relating to SEN children
- Assisting with exams by screening, reading and invigilating when required

Student Support:

- To be on call when needed to support students with social, emotional and behavioural difficulties
- To deal with daily pastoral/behaviour incidents at an appropriate level
- Communicate any issues with appropriate members of staff such as the Emotional Wellbeing Nurse, Form Tutors and/or the Designated Safeguarding Lead/team.
- Ability to provide advice and support to children facing social, emotional and behavioural difficulties
- Assist with and/or lead the 'Girls on Board' friendship intervention with any year group as and when required.
- Communicate with parents via telephone/email and/or meetings as and when required
- Provide general pupil support e.g. lost items, upsets
- Contribute to Pastoral Support Plans when needed
- Assist with induction of newly admitted pupils

- To help Year 7 with their induction to life in senior school including their induction days prior to starting
- To help with the running and coordination of taster days/ scholarship interviews and admissions days
- To update the schools pastoral tracking system with any concerns regularly
- Attending staff meetings related to pastoral matters

Extra:

- To support the sports department with weekly fixtures, including:
 - Transporting pupils to and from fixtures
 - Umpiring sports matches (Hockey, Netball and Cricket)
- Helping staff to organise and carry out extracurricular activities such as:
 - House Music
 - Sports Day
 - Sponsored walk and cake sale
 - Other charity events through the academic year
 - Senior school 'social events'
 - Senior school and junior school production
 - ISA drama competition
- Staying 1-2 nights a week after the end of the school day for prep, running after school clubs or leading rehearsals

Person Specification:

- Knowledge and understanding of special educational needs and youth mental health issues
- Be flexible, adapting to new tasks and situations
- Ability to multi-task
- Good organisation and time-management skills
- Excellent listener with a non-judgmental attitude
- A good role model, able to motivate and enthuse pupils
- Ability to be patient and empathise with children and young people with emotional and behavioural difficulties
- Keen interest in the arts and/or sport
- Ability to use initiative and have a proactive attitude
- Ability to work as part of a team and communicate effectively
- Ability to work and stay calm under pressure
- Good advisory, negotiation and persuasive skills
- Ability to cope with the physical and emotional demands of working with children and young people
- Ability to quickly form positive relationships with young people
- Ability to effectively implement the school's behavioural management policy
- Confident public speaker
- Positive can-do attitude

Suitable for:

- ★ Psychology Graduate interested in pursuing a career in teaching and/or gaining experience for Clinical/Educational Psychology Courses.
- ★ Gap year student with a keen interest in working with young people in the future