

Cambourne Village College: Pastoral Support Assistant

JOB DESCRIPTION

Created for January 2020

Salary Grade 4

Line of Responsibility

The successful candidate is directly responsible to the Head of Year

Role

To run the Head of Year office in an effective and efficient manner in order to help support the Year group and its aims. The role is a hands-on role where working with pupils, parents and staff is at the heart of the position.

Responsibilities

Ensure the effective operation of the Year Team office:

- a) Attendance
 - Monitor the attendance of students and work closely with the designated Attendance Officer
 - Enter paper registers onto the system where necessary
 - Communicate with home daily in cases where pupils are not in school
 - Collate attendance data and share/discuss with the Head of Year to identify issues and develop solutions
 - Provide support to pupils and parents to encourage good attendance
 - Attend meetings surrounding attendance
 - Inform parents when pupils are late
 - Help locate students during the school day when they may be missing from lessons
 - Track when students are arriving late to school or to lessons and inform parents
- b) Communication
 - Act as the first point of call for all parental enquiries regarding pupils in the year group
 - Deal with those queries that are manageable and to pass on matters of significance to the appropriate member of staff, having ascertained as many details as possible
- c) Working with pupils:
 - With all aspects of the role, working with pupils is at the heart of the work
 - At times and where appropriate, work with pupils who may need additional support with accessing school, on a 1:1 basis
 - To take statements from pupils at certain times
- d) Supporting behavioural issues
 - Support the putting in place of reports for students who need their day-to-day behaviour monitored
 - Record and track when pupils are put on report
 - Contact home regarding students being on report and regarding behavioural issues that arise during the day

- e) Implementation of school policies
 - Work alongside the Year Team to make sure pupils are in the correct uniform, have the right equipment and are generally set up for the day
 - Work with Year Teams to make sure pupils are attending their Behaviour Supports and Homework Support Sanctions- this may involve collecting / escorting pupils to make sure they attend

- f) Administrative tasks
 - To undertake administrative tasks as directed by the Year Team's needs, for example file statements/ paper work from meetings, take notes in meetings, help with certificate production, monitor supplies in the Year Team office, assist in setting up of exams, work alongside the Trips co-ordinator when necessary

- g) Working with outside agencies
 - Provide support in collaboration with the Head of Year and other support systems in the school such as the Centre and Link

The Pastoral Support Assistant will be flexible in the tasks that are undertaken so that the ever-changing needs of a Year Team can be met. Each of the five Pastoral Support Assistants will take a lead on one aspect of the above (to be discussed) and work with other Pastoral Support Assistants to ensure it is being carried out consistently across each Year Team. The Pastoral Assistant may be asked to carry out routine administrative tasks to support a teaching department, by negotiation.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the College's policy in respect of Child Protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All members of staff are required to participate in the College's performance management scheme; engaging fully with targets set annually with the Line manager who will monitor and review performance in accordance with the College's Performance Management policy.