

St Edmund Campion Catholic School

Job Description

POST:	Pastoral Assistant (Post-16)
RESPONSIBLE TO:	Director of Post-16
SALARY:	Grade 3 Term Time Only (+ 3 days)
KEY RELATIONSHIPS:	SLT, Assistant Head: Behaviour, Heads of Year, Pastoral Assistants, Form Tutors
LOCATION:	St Edmund Campion School, Erdington
WORKING PATTERN:	36.5hrs – Term Time (8.30-4.30)
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	1. Regularly supervised with work checked by supervisor 2. Left to work within established guidelines subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Members of staff at St Edmund Campion School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

The post holder will work within the sixth form team under the direction of the Director of Post-16 to secure the pastoral welfare of pupils, engaging with all stakeholders including teachers and parents, ensuring all pupils in their care are consistently ready for learning and are able to achieve academically.

Accountabilities: **Duties**

- To be a role model for students at all times, demonstrating a high level of professionalism and integrity
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate member of staff
- To fully support school systems and procedures
- To meet the school expectations around conduct as set out in the school Code of Conduct
- To operate within legal, ethical and professional boundaries when working with young people. This includes confidentiality policies
- To be a visible and pro-active part of the duty system throughout the School day both in terms of before and after school, and during break time
- To support and help to instil the ethos of the School in support of the Headteacher and Senior Leadership Team
- To complete and monitor the daily Sixth Form attendance and punctuality and liaise with parents and the Sixth Form Team when concerns arise
- To maintain a calm and purposeful learning environment in the Sixth Form Study Rooms throughout the day and to take registers and, through active supervision, ensure students are working effectively
- To liaise with parents where attitude to learning in the Sixth Form Study Rooms is exemplary or falls below the required standard as directed by the Director of Post-16.
- To collate work experience documentation for parents/employers and send records for Health and Safety checking
- To monitor the use of student laptops and ensure they are correctly returned at the end of each study period
- To work with all external partners to calendar events and organise student attendance at enrichment and academic events maintaining strong links with our Sixth Form partners
- To liaise with Subject Leaders to ensure the intervention support work is available and that accurate registers are taken during after school sessions
- To provide general administrative support for the Sixth Form Team including answering the phone and coordinating the Sixth Form diary
- To organise and supervise the daily Sixth Form late detention

- To undertake appropriate professional development including adhering to the principles of “My Appraisal” performance management.
- To promote the agreed vision and aims of the school
- To be a Sixth Form Personal Tutor in the event of a staff absence or planned event
- To attend all appropriate staff meetings and parents evenings as directed

General

- To be a visible and pro-active part of the duty system throughout the School day both in terms of before and after school, and during break time
- Be first aid trained and be part of the daily first aid rota.
- To support The Director of Sixth Form with Open Evening, Parents’ Evenings, Year 11 transition and Year 12/13 events.
- Support with the delivery of whole school curriculum activities such as enriched curriculum time, super learning days and trips and visits as directed
- Support with invigilation of internal and external examinations as directed by the leadership team and person in charge of exams.
- Participate in all training as directed
- To attend all staff meetings and relevant staff events as required

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.

Person Specification-Pastoral Support Officer (Sixth Form)

	Essential	Desirable
Education/Qualifications		
Numeracy and literacy skills equivalent to Level 2 or above	√	
Relevant professional training or development	√	
First Aid Training (will be provided)		√
Experience		
Working with or caring for children of relevant age	√	
Collaborative and supportive work with colleagues within the organisation	√	
Collaborative and supportive work with parents		√
Skills and Knowledge		
Basic understanding of child development and how children learn	√	
Understanding of relevant policies/code of practice and awareness of relevant legislation		√
General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy)		√
Ability to relate well to young people and adults	√	
Good oral and written communication skills	√	
Good listening skills	√	
Proficient ICT skills appropriate to the role, including audio visual and copying equipment	√	
Effective time management	√	
Effective and efficient organisation and administrative skills	√	
Committed to continual personal and professional development	√	
Personal Qualities		
A commitment to maximising the academic, personal, social and emotional development of all students	√	
Work constructively as part of a team	√	
Willing to work within organisational procedures, processes and to meet required standards for the role	√	
Be resilient and demonstrate ability to work well under pressure	√	
Able to adopt a flexible working practice	√	
Excellent record of attendance and punctuality	√	
Equal Opportunities		
Commitment to the Academy's Equality and Safeguarding policies	√	