**School Name: Acklam Grange School**

**Post Title: Pastoral Support Assistant**

**Responsible to: Headteacher**

**Deputy Headteacher**

**Director of Corporate Services**

**JOB SPECIFICATION: MAIN RESPONSIBILTIES OF THE POST:**

The following job description applies to the person assisting the Year Manager in managing the Year’s day-to-day activities. It is a non-teaching role and is directly responsible to the Headteacher, however, the Year Manager will co-ordinate this role on a daily basis.

**Supporting the Year Manager in respect of the following:**

* To support and guide the students within an allocated Year Group and across the school.
* To report directly to the Year Leader all issues regarding pastoral and academic matters.
* To assist the Year Leader and Senior Leadership Team to address behaviour and attendance and maintain accurate record keeping.
* To promote the academic and pastoral ethos of the school.
* Be available for staff and students throughout the week and at other times as directed.
* To provide support and guidance for students in terms of attending, reintegration meetings, pastoral meetings, group tutor meetings and attendance issues.
* At all other times, to assist the Year Leader and Senior Leadership Team in supporting students in terms of behaviour and emotional wellbeing during a working day, monitoring reporting procedures, reintegration meetings, internal exclusions, external exclusions, detentions, attendance, lateness.
* To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and school life.
* To assist in the monitoring and identification of attendance and tackle low attendance; internal/external truancy; students at risk of exclusion; students with low self-esteem, motivation; students with family and school issues impacting on school life; students educationally underachieving.
* To assist the Year Leader to deal with day-to-day behaviour issues within the Year and across the school.
* To assist with the tracking and monitoring of the academic progress of the students within the Year.
* To communicate with teaching staff in terms of student progress both academically and emotionally so as to support the student to reach their potential.
* To celebrate successes within the team, the Year and the School.
* 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 supporting staff in class, and during break and lunchtimes.
* To support and help to instil the ethos of the School in support of the Headteacher and Senior Leadership Team.
* Provide efficient and effective administrative support to the Year Office and Behaviour Team to ensure the smooth operation of the School.
* Be a reference point for pupils who are referred by teaching and support staff- mentoring pupils as appropriate.
* Follow up pupil/staff concerns, making telephone and written contact with parents as appropriate.
* Follow up safeguarding issues in line with school policy and practice.
* Attend conferences regarding pupil welfare and support e.g. case conferences etc.
* Support pupils to re-integrate and ‘catch up’ when they return to school.
* Use of the school management information system to access and input data.
* Prepare information for, and co-ordinate the production of, individual pupil reports e.g. incident logs for re-admittance after exclusions; material for governors’ resolution meeting.
* Work with other pastoral support assistants to share good practice/offer support to one another on a regular basis.

Other duties commensurate with the grade of the post as required by the Headteacher or Director of Corporate Services.