



THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Pastoral Assistant	Department/Group:	Pastoral / Support Staff
Level/Salary Range:	Grade E SCP 11 - 17	Reporting to:	Year Leader
Contract term:	Term time + 1 day	Hours per week:	Full time – 37 hours per week
Vision Statement			
<p><i>“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:</i></p> <ul style="list-style-type: none">• Offering a high quality, inclusive and distinctive education• A caring and nurturing environment based on our Christian values• Recognising the unique nature of each child.			
Main Objectives of Role:			
Under the direction of the Year Leader, assist with the pastoral duties of a year group, providing consistent support to all students and responding appropriately to individual student needs.			
Job Description:			
General Responsibilities <p>To contribute to the development of a strong, effective Academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy’s community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy’s ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.</p> <ul style="list-style-type: none">• Carry out basic administration duties on behalf of the Head of Year• Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Academy strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.• Any other duties as reasonably required by the senior leadership team.			
Student behaviour <ul style="list-style-type: none">• To support students in overcoming barriers to learning through managing behaviour.• Monitor and promote good attendance and punctuality• Establish productive working relationships with students, acting as a role model, promoting good relationships between students, setting high expectations• Promoting inclusion and acceptance of all students• Support with ensuring uniform is to a high standard and that students are ‘work ready’.• Keep up to date records of student behaviour and provide necessary reports.• Run ‘on report’ system for specified year group.• To supervise students inside and outside the building at both morning break and lunchtime• Assist with the Academy’s catch up strategy• Be present during RISE time each morning.			
Student safeguarding <ul style="list-style-type: none">• Get to know all students in the year group as well as possible.• To identify, know and regularly meet with the Year Leader and Designated Safeguarding Lead (DSL) to discuss and agree the support of those students in your year group who are “most vulnerable”.• Assist in Early Help processes in appropriate timeframes for review by the Year Leader and in liaison with the DSL where appropriate• Arrange multi agency meetings as requested by the Year Leader• Work with the DSL to monitor the outcomes of those vulnerable students (such as attendance, punctuality and academic progress)			

- For review by the Year Leader, to compile feedback and reports as required for external agencies on student achievement, progress and pastoral matters
- Maintain accurate manual and electronic records (including the updating of all child protection and general records) on CPOMS and SIMS in a confidential manner.
- Interrogate the school database for information as required

Communications

- Liaise regularly with the Year Leader, KS Leader, DSL and attendance team in relation to your year group
- Under the direction of the Head of Year, liaise by telephone/email to make appointments and lead meetings with parents/carers/external agencies as required to listen to and resolve issues and/or concerns
- Attendance at Year team meetings as required
- Collecting and/or interviewing students as directed by the Head of Year and completing relevant documentation
- Liaise with other schools regarding student transfers, placements and managed moves
- Support the Year Leader with the communication of year group activities to the staff body
- Ensure that contact with a wide range of people is friendly, supportive and professional, and that complex queries and potential conflict situations are well-handled
- Oversee and deal with student, staff and parent queries, deciding on what action needs to be taken and seeking advice from the Year Leader as required. Ensure that action is prompt and followed-up, keeping records
- Foster effective and developing relationships with the wider community, other schools and external organisations
- Update relevant areas on the staff intranet

Events Management

- Along with the Administration Manager and Year Leader, co-ordinate the organisation of all year group events such as parents' evenings, awards evenings etc, agreeing roles and responsibilities to ensure the event is a success

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:	March 2023
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PERSON SPECIFICATION

	PASTORAL SUPPORT ASSISTANT - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of the Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Demonstrates an enjoyment of working with young people	E
	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Approachable	E
	Conscientious and diligent work ethic	E
	High standard of professional personal presentation with an excellent attendance and time-keeping record	E
	Patience, kindness and understanding	E
Qualifications/ Training	5 A*-C GCSEs including English & Maths	E
	A level standard of education or equivalent	E
	Willingness to participate in relevant training and development opportunities	E
	Counselling qualification	D
	First Aid at Work or willingness to gain	E
Experience	Minimum 2 years' experience of working with secondary aged children in any setting	E
	Minimum 2 years' experience of working with secondary aged children in an educational setting	D
	Experience of working with students with behavioural / social and emotional difficulties and implementing effective behaviour management strategies	E
Knowledge	Understanding of the principles of child development	E
	Working knowledge of relevant policies/codes of practice/legislation	E
	Understanding of statutory frameworks relating to safeguarding and child protection including Early Help Assessments	E
	Understanding of inclusion, especially within a school setting	E
General Skills	Ability to plan, organise and prioritise effectively	E
	Ability to work on own initiative and find effective solutions to problems that may arise	E
	Strong administrative skills, able to complete and deal with any required documentation in an appropriate, timely, efficient manner	E
	Ability to gather information, write factual concise reports using professional language, correct spelling and grammar	E
	The ability to manage highly confidential material in an appropriately sensitive way including the electronic filing of such documents	E
	Ability to use technology and management information systems (e.g., CPOMS/SIMs)	E
	Ability to work effectively within a team environment, understanding roles and responsibilities	E
	Ability to work with children at all levels regardless of specific individual need and identify and employ those strategies that work best to engage them in becoming a positive member of our school community	E
	Excellent personal numeracy and literacy skills	E
Communication skills	Confident communicator, effectively and professionally communicating with clarity both in verbal and written form to a variety of audiences	E
	Ability to identify, assess and diffuse potentially confrontational situations	E

The Bishop Fraser Trust, Stitch-Mi-Lane, Brightmet, Bolton, BL2 4HU

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