

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH027	Grade F
Job Title :	Pastoral Assistant	
Main Job Purpose :	To work as part of the Student Support team responsible for student welfare and guidance.	

Main Duties :

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1.	Organise and prioritise pastoral issues with the Key Stage Co-ordinator
2.	Manage students on "Reports" at the direction of the Key Stage Co-ordinator
3.	Re-track students who have been temporarily withdrawn from certain lessons and monitor work set.
4.	Induction of new students to College who arrive mid-term.
5.	Organisation of student records.
6.	Co-ordinate support for students with social, behavioural and emotional difficulties, either long or short term, making links with sources of support as appropriate.
7.	Develop Pastoral Logs on identified students.
8.	Prepare documentation and take minutes of meetings (parental, outside agencies within College).
9.	Manage diary of Key Stage Co-ordinator.
10.	Issue programmes of work for students who are school refusers.

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff, but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The work is largely regulated by laid down procedures but the jobholder solves problems encountered in matters such as developing individual re-tracking programmes/support programmes for students; designing formats for improved communication within the school on pastoral matters (e.g. MDSA Report Forms).

Key Contacts And Relationships	Reason for Contact
Key Stage Co-Ordinator	Organise and prioritise student care
Vice Principal or Deputy Headteacher	Organise and prioritise student care with implementation of sanctions.
Tutors	Communication re pastoral care
Teachers	Advise and inform re pastoral care
Education Welfare Officer	Evaluating absences from College
Parents	Develop relationships
Social Services	To devise and implement support strategies for individual students
Trident	Organising extended work experience for individual students in years 10 and 11
SENCO	Develop and evaluate together support programmes.

Decision Making

The work is carried out within clearly defined rules and procedures involving decisions such as: discretion in giving sanctions for minor infringements; discretion on contacting parents; discretion on making minor modifications to programmes of support. The jobholder makes recommendations eg re type of support programme to Key Stage Co-ordinator, Tutor, EWO and parent; to individual students on personal and social interaction and emotional management.

Resources

The jobholder is regularly accountable for the accurate handling and security of incoming monies for school trips, which can total up to hundreds of pounds.

Working Environment

There are frequent interruptions by students, but this is the nature of the post. The job involves resolving some conflicting priorities, particularly as they relate to crisis situations.

The jobholder comes into contact with students and parents who can be difficult to work with..

Knowledge and Skills

The jobholder requires a good standard of practical knowledge and skills in supporting young people, building relationships with parents and a range of professionals, learning support techniques and data base and administrative skills.