

# **JOB DESCRIPTION**

## **PASTORAL ASSISTANT**

Salary: West Sussex Scale 5: Points 17-19  
Hours: 37 per week, term time only

## **PURPOSE**

The Pastoral Assistant will be attached to a specific year group and will assist the Leader of Year to provide pastoral support to both students and their families. This will help ensure that students are able to maximise their educational potential and contribute positively across the spectrum of school life.

## **ORGANISATION**

Line managed by the Leader of Year associated with the allocated year group and responsible to that Leader of Year and the Senior Link

## **RESPONSIBILITIES**

- Provide pastoral and academic mentoring support to students in both formal and informal settings
- Build and maintain positive professional relationships with students and their families
- Support LOY/senior link to ensure that students adhere to basic standards at all times as defined by school policies
- In conjunction with the other Pastoral Assistants, manage the on-call system; responding to on-call alerts and supervising the on-call room on a rota basis
- Follow up safeguarding issues in line with school policy ensuring that all documentation is kept up to date and relevant
- Maintain an accurate and up to date inclusion register
- Work in conjunction with external agencies to access targeted student support as appropriate
- Investigate student 'incidents', as directed by the LOY/senior link taking statements and arranging sanctions as appropriate
- Monitor and promote the attendance and punctuality of students, analysing attendance data to identify potential actions and interventions
- Assist LOY to analyse progress data and implement targeted strategies with the intention of raising academic achievement
- Attend year team meetings and other pre-arranged meetings as directed by LOY/senior link
- Support the LOY to organise school trips and activities
- Assist with supervision of students as and when required by the LOY/senior link, e.g. assemblies
- Ensure associated files and records are maintained effectively, completing and collating forms and documents as appropriate
- Work with other pastoral assistants to share good practice/offer support to one another on a regular basis
- Participate in training and other learning activities and performance development as required
- Demonstrate a willingness to uphold and develop the culture and ethos of the school