

CHENEY SCHOOL - JOB DESCRIPTION

Job Title	Pastoral Assistant (Within a Year Team)	Grade	Grade 8
Reporting to	Head of Student Progress	Time	Term Time + 7 days

Outline Job Description

As Pastoral Assistant you will have prime responsibility of assisting with a year group as well as working with a Head of Student Progress to ensure that the care of students promotes their achievement, well-being and success.

A. Key Objectives

1. To develop good relationships with students, staff and parents, based on trust, respect and support.
2. To build up a knowledge base of all students and assist in early and effective interventions as required.
3. To liaise with all relevant staff in monitoring student achievement development and welfare.
4. To meet with the year tutors on a regular basis to offer support and ensure they are making an effective contribution towards the objectives of the school.
5. To communicate with parents and other agencies when there are concerns of welfare, attendance or achievement of an individual student.

B. Achievement and Attainment – to work with the Head of Student Progress

1. To support the daily attendance of all students within the year group excluding sixth form.
2. To monitor the achievement of individual students (academic, attendance, behaviour) and work with Year teams to help all students, and in particular to vulnerable students reach their full potential.
3. To assist in the organisation of parents' evenings and other meetings regarding progression or transition arrangements.
4. To organise work/support for students as directed by the Head of Student Progress.
5. To provide pastoral and academic support to and monitoring of students in the year group.

C. Behaviour and Attendance

1. To promote and maintain the expected standards of good behaviour, attendance and uniform.
2. To use the school Management Information System to help prepare reports to Parents/Staff.
3. To communicate daily with parents using text/emails/call home to query absences, inform about daily and weekly detentions.
4. To promote good behaviour within the year group and make decisions on sanctions using the Respect for Learning policy.
5. To liaise with teaching staff, parents and other agencies as appropriate to help with the consistent implementation of the Respect for Learning Policy.

D. Student Development

1. To retain and distribute appropriate information on students as required.
2. To ensure that all appropriate pupil records are retained, used and updated regularly.

3. To support with the student attendance/parental attendance at parents' consultation meetings
4. To provide pastoral and academic support to and monitoring of students in the year group.
4. To provide work for students for Internal and External Exclusions
5. To be supporting staff with students through being a proactive presence to ensure punctuality and good behaviour in school

E. Other Duties and Responsibility

1. To be familiar with and adhere to all school policies and Health and Safety requirements.
2. To attend INSET as required for mutual training and support year teams in training.
3. To participate in the school's Performance Management System and to engage in performance reviews.
4. To undertake other duties as may be required from time to time.
5. To provide First Aid support to students
6. To support the planning and delivery of assemblies.