



Assistant Pastoral Leader Job Description

1. POST PURPOSE

To assist the Pastoral Leader with the orderly running of the group of pupils they are responsible for and provide pupil level support for achievement, welfare, behaviour issues and general pupil support duties.

This will include:

- Under an agreed system of supervision, address the needs of pupils who need particular help to overcome barriers to learning.
- To raise standards of student attainment and achievement across the school and to monitor and support student progress.
- To support student progress and development

In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School.

2. SPECIFIC RESPONSIBILITIES

- 2.1. To deliver support to students which will include academic and welfare support.
- 2.2. Manage and supervise pupils excluded from and/or otherwise working to a modified timetable.
- 2.3. Provide advice to pupils relating to their social, health, hygiene and emotional development needs.
- 2.4. Undertake comprehensive assessments of pupils to determine those in need of particular help.
- 2.5. Assist the Pastoral Leaders(s) with dealing with pupil level behaviour issues and achievements.
- 2.6. Assist the Pastoral Leaders with the development and implementation of individual Education/Behaviour/Support/Mentoring plans.
- 2.7. Establish productive working relationships with pupils, acting as a role model.
- 2.8. Arrange and develop 1:1 mentoring arrangements with pupils and provide support for pupils individually or in small groups.
- 2.9. Assist with the speedy/effective transfer of pupils across phases and support the reintegration of those who have been absent.
- 2.10. Provide information and advice to enable pupils to make choices about their own learning/behaviour and attendance and consequences of their actions.
- 2.11. Challenge and motivate pupils, promote and reinforce self-esteem.
- 2.12. Provide feedback to pupils in relation to progress, achievement, behaviour, attendance.
- 2.13. Establish constructive relationships with carers/parents, exchanging Information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.



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- 2.14. Contribute to the development, implementation and monitoring of systems relating to attendance, behaviour and support.
- 2.15. Admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions and related tasks.
- 2.16. Assist with the liaison with feeder schools and other relevant bodies to gather pupil information.
- 2.17. Support pupils' access to learning using appropriate strategies and resources.
- 2.18. Work with other staff, including specialist staff and professional agencies in planning, evaluating and adjusting learning activities as appropriate
- 2.19. Monitor and evaluate pupil's responses and progress against action plans through observation and planned recording.
- 2.20. Provide objective and accurate feedback and reports as required, to other staff on pupil's achievement, progress and other matters, ensuring the availability of appropriate evidence.
- 2.21. Maintain record keeping systems and processes.
- 2.22. To assist in the development and implementation of appropriate behaviour management strategies.
- 2.23. Implement agreed learning/teaching programmes, adjusting activities according to pupil responses/needs.
- 2.24. Support the supervision of pupils during non-lesson time.
- 2.25. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working including first aid.

3. SCHOOL ETHOS

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- 3.1. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
- 3.2. To support the school in meeting its legal requirements for worship and to attend acts of worship as requested.
- 3.3. To develop effective professional relationships with colleagues.
- 3.4. To actively support the corporate policies of the school.
- 3.5. To comply with the school's Health and Safety Policy.



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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

4. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____ Date _____
(Assistant Pastoral Leader)

Signed _____ Date _____
(Line Manager)