



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	Pastoral support assistant (Full time, 37hrs term-time)
Grade:	NJC scale 22-25 (currently £20,661 to £22,658, pro-rata to term time contract)
Purpose of Job:	
To work with the Assistant Head with strategic leadership for pastoral care and the Heads of Year in carrying out the day-to-day operation of Years 7-11. The role is intended to include intervention with low level discipline matters, administrative support and parental liaison.	
JOB DESCRIPTION	
<p>The duties may include any or all of the following:</p> <ul style="list-style-type: none"> • Contributing to the overall ethos and high academic achievement of the School; • Contribution to the promotion of a positive working environment within Years 7-11 conducive to the School's high expectations and work ethos; • Establishing a productive working relationship with pupils, acting as a role model and setting high expectations; • Being the first point of contact for referral from departments in low level discipline matters; • Overseeing behavioural reports on SIMS; • Writing letters/reports, compiling pastoral notes/statements and accurate record keeping • Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with the School's policy; • Liaising with teaching and pastoral staff as appropriate; • Liaising with parents/guardians and outside agencies (if required) in collaboration with the Pastoral Team - for the benefit of pupils; including setting up appointments for other staff • Operate the late book, duty days and detentions whilst also having responsibility for overseeing pupils specifically on Behaviour Report/Monitoring • To oversee a 'withdrawal room' manned throughout the day for isolated pupils, pupils who need a time out for a variety of reasons e.g. medical, behavioural • To gather work from teaching staff for students serving internal/external exclusions (including those placed in other settings) and those with long term absence • Taking a role in the promotion of positive student welfare; • Taking registration as necessary; • Working alongside other associate staff in the running of mentoring programmes; • Being aware of, and complying with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person; • Being aware of and supporting diversity and ensuring all pupils have equal access to opportunities to learn and develop; • Participating in training and other learning activities as required; • Supervising pupils on visits, trips and out of school activities as required; • Attending and participating in meetings, as required; • Carrying out any other duties as may reasonably be requested by the Head of School or other members of the Senior Leadership Team 	
PERSON SPECIFICATION	
<p>Preferred skills, personal attributes or experience</p> <ul style="list-style-type: none"> • Good numeracy and literacy: familiarity with ICT/SIMS and other equipment to support learning; • Ability to relate well to children and adults; • The ability to communicate effectively, verbally and in writing. • Presence, dynamism, good sense of humour and approachability. • Ability to work constructively as part of the teaching team, understanding classroom/pastoral roles and responsibilities and your own position within these. • Ability to deal with colleagues and pupils in a manner appropriate to each • Ability to react positively and remain calm under pressure 	