

# Job Profile: Pastoral Support Assistant

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**Purpose:** To serve the mission of St John Bosco College by providing high quality support to students. To provide pastoral care and spiritual growth opportunities to all students. To support the school pastoral team with student supervision and administration tasks.

**Salary: £17,296.23 (Grade 2, Scale point 4)**

**Responsible to:** Associate Senior Leader (Behaviour)

**Person Specification**

* Committed to supporting the distinctive nature of a Catholic school and promoting the educational principles of St. John Bosco
* Relevant professional experience and/ or qualifications
* Good levels of literacy and numeracy
* Competence with ICT packages generally used in the classroom
* Recent and relevant professional development
* Willingness to further develop professional skill
* Ability to enthuse, inspire and develop students under the Catholic ethos
* Ability to challenge, motivate and empower students
* Ability to recognise the needs of students and raise standards
* Genuine enjoyment of working with young people
* Commitment to inclusion for all
* Excellent communication, interpersonal and organisational skills
* Committed and working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* Committed to supporting and promoting the extra-curricular life of the school
* Boundless enthusiasm and a positive outlook
* Capacity to work very hard under pressure and to meet all deadlines set
* Personal integrity and the drive to do what is best for the students
* Committed to ensuring that St John Bosco College becomes the best school in the country

**Main responsibilities and duties**

**Support for Students**

* Supervise the school reflection room for students completing reflection days following behavioural incidents.
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all students within the school
* Support students consistently whilst recognising and responding to their individual needs
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to students in relation to progress and achievement

**Support for the School Pastoral Team**

* Work with the pastoral to establish an appropriate learning environment in the Reflection Room
* Support with administrative and tracking work linked to behaviour and pastoral support

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and GDPR, reporting all concerns to an appropriate person
* Be aware of confidential issues linked to home/ student/ teacher/ school/ work and to keep confidences as appropriate
* Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/ work/ aims of the school
* Deal with or report, to the nearest member of the teaching staff, incidents which are seen or reported regarding students’ welfare
* Appreciate and support the role of other professionals
* Attend and participate in regular meetings, supervision and performance management
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Supervise students on visits, trips and out of school activities as required

**Continuing Professional Development**

* Take responsibility for personal professional development in conjunction with the line manager, keep up-to-date with research and developments related to school efficiency which may lead to improvements in the day-to-day running of the school;
* Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

**Safeguarding**

* Be fully aware of and understand the duties and responsibilities arising the school’s Child Protection Policy
* Ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/ or child protection.

**Other**

* Carry out any other duties at the direction of the Headteacher or as laid out in St. John Bosco documentation.