

## JOB DESCRIPTION

**SCHOOL:** Egglecliffe School  
**POST TITLE:** Pastoral Inclusion Assistant  
**GRADE:** G (SCP 9 – 12)  
**REPORTS TO:** Head Teacher through Assistant Head Teacher

**JOB ROLE:** The Pastoral Inclusion will provide pastoral support for students across one or more year groups in the secondary phase, working with the existing pastoral/house team.

The Pastoral inclusion assistant will work directly with small groups of students, within the school based Discovery Centre and inclusion base.

S/he is responsible for promoting positive behaviour amongst all pupils and for working with pupils, staff and parents/ carers to manage challenging pupil behaviour.

The Pastoral inclusion assistant is responsible for supporting students with their learning, working to ensure they have the opportunity to fully realise their potential.

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### RESPONSIBILITIES:

- To support the work undertaken in the Discovery centre and inclusion and support with delivering part of the curriculum.
- To support with the distribution of positive behaviour rewards
- To work as a mentor with individual pupils to provide “solution focussed” activities to overcome barriers to learning, both inside and outside school, and thereby assist them in achieving their full potential.
- Draw up an action plan for students, set regular targets and actions and monitor the outcomes - thereby evaluating progress towards a more positive approach to learning.
- Attend review meetings when appropriate.
- Maintain accurate and up to date records of action plans and evidence of student progress.
- To provide cover to deliver and organise assemblies when necessary.
- To work with tutors, senior staff and support staff to ensure that students are successful, confident and safe.
- To ensure that students adhere to the school’s high expectations, both in and out of the classroom.
- To participate in the transition processes and procedures from both key stages and year groups.
- To establish and maintain positive relationships with parents/carers.
- To work closely with the learning support team to ensure that the educational, emotional and social needs of students, particularly disadvantaged and vulnerable students are met.

- Assist in the overall raising of student standards and achievements, through raising students' esteem, expectations and aspirations.
- To monitor students' academic progress and to ensure that effective educational/pastoral interventions are put in place to enable all students to be successful.
- To contribute to Student Voice and ensure that the key stage is well represented.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study.

#### **Operational/Strategic planning & Quality Assurance:**

- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
- To contribute to the development of the Discovery centre
- To contribute to educational enrichment activities.
- To contribute to the whole school's planning activities.
- To help to implement school quality assurance procedures and to adhere to those.
- To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

#### **Staff Development, Recruitment & Wellbeing:**

- To take part in the school's CPD programme.
- To continue personal development and attend training where necessary or appropriate.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

#### **Communications:**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

#### **General Duties:**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

#### **Notes:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**SUPPORT FOR THE SCHOOL:**

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**PERSON SPECIFICATION**

**POST TITLE:** Pastoral Inclusion Assistant

**GRADE:** G

|                                      | <b>Essential</b>   | <b>Desirable</b>   |
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| <b>QUALIFICATIONS/<br/>TRAINING:</b> | <ul style="list-style-type: none"> <li>GCSE Maths and English at Grade C or above</li> <li>NVQ Level 2 or equivalent qualification in relevant discipline</li> <li>Willingness to participate in relevant training and development opportunities</li> </ul>  | <ul style="list-style-type: none"> <li>NVQ Level 3 in relevant discipline</li> </ul>   |
| <b>EXPERIENCE:</b>                   | <ul style="list-style-type: none"> <li>Recent and relevant experience of working with children within an education setting.</li> </ul>   |  |
| <b>SKILLS/<br/>KNOWLEDGE:</b>        | <ul style="list-style-type: none"> <li>Ability to build effective working relationships with all pupils and colleagues</li> <li>Ability to support students with their learning</li> <li>Ability to promote a positive ethos and role model positive attributes</li> <li>Excellent numeracy and literacy skills</li> <li>Be able to maintain confidentiality</li> <li>The ability to manage behaviour of children in a positive and supportive manner</li> <li>A committed and highly motivated team player.</li> <li>Excellent written and verbal communication skills.</li> <li>Excellent interpersonal and liaison skills.</li> <li>ICT literate with the ability to word process and accurately record data.</li> <li>Ability to engage constructively with and relate to a wide range of children/young people and families/carers.</li> <li>Ability to adapt own approach in accordance with pupils needs</li> </ul> | <ul style="list-style-type: none"> <li>Equal Opportunities and recognising the nature of the diverse school community</li> <li>Working knowledge of relevant policies/codes of practice/legislation/progress.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Understanding of principles of child development, learning styles and independent learning</li> <li>• Awareness and basic understanding of the school curriculum (within specified age range or subject area)</li> <li>• General awareness of inclusion, especially within a school setting</li> <li>• Able to set tasks which challenge students and ensure high levels of student interest.</li> <li>• Implement behaviour management strategies to tackle challenging behaviour.</li> <li>• Motivate and re-engage disaffected students</li> </ul>  |  |
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| <p><b>PERSONAL AND PROFESSIONAL ATTRIBUTES:</b></p> | <ul style="list-style-type: none"> <li>• Able to work on own initiative, with minimal supervision and guidance.</li> <li>• Ability to manage own time effectively and assume responsibility.</li> <li>• Ability to remain calm and contribute to the resolution of problems.</li> <li>• Flexible and able to respond quickly to new situations.</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work</li> </ul> |  |