**Job Description: Pastoral Learning Support Assistant**

|  |  |
| --- | --- |
| **Post Details** |  |
| **School/setting:** | Poole High School |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | SCP 5 Fixed |
| **Responsible to:** | Director of Behaviour |

|  |
| --- |
| **Main Purpose** |
| To support vulnerable students with social and emotional needs to access the curriculum and wider school community.  To support and promote the development and learning of children with a variety of academic, emotional, behavioral and social needs.  To assist the Director of Behaviour in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability whilst supporting the aims of the school. |

|  |
| --- |
| **Duties and Responsibilities** |
| **Essential Job Functions**   * To work with individuals or groups of students, as directed by the Director of Behaviour, to support learning across the whole curriculum and wider social needs and positive behaviour. * To work 1-1 and run small group sessions in managing feelings, social skills, confidence building and behaviour programmes in which you will be trained to deliver. * To establish supportive, caring and secure relationships with the students promoting respect, self-esteem and a positive ethos. * To support the Director of Behaviour to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support children in using them. * To contribute to monitoring and recording students’ progress, provide effective feedback and safeguarding concerns, maintaining records and providing relevant feedback to teachers. * To liaise with outside agencies, where appropriate, in respect of individual children. * To assist with general school duties which may include setting up classrooms, preparing resources and displays, tidying and clearing away, supervision of children during break times and supervision of children entering and leaving school premises. * Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information |

|  |
| --- |
| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

|  |
| --- |
| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

|  |  |
| --- | --- |
| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

|  |
| --- |
| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:**   * GCSE Maths & English – 9-4 (A-C) or equivalent * Proven skills in the use of office packages to include: word, and outlook. * Excellent communication and interpersonal skills. * Ability to work independently, demonstrating initiative and resilience. * Ability to reconcile priorities, work to tight deadlines and problem solve. * Ability to communicate effectively with all staff students and parents. * Excellent organisation, time management, communication and interpersonal skills. * Reliable and punctual, enthusiasm and positive personality and drive. Remain calm under pressure * Flexibility and adaptability, Sense of humour.   **Desirable:**   * Previous experience of working with vulnerable students to include social, emotional and behavioural support. * Previous experience of working with young people. * Previous experience of working within a school. * Knowledge of Arbor. |

|  |
| --- |
| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

|  |  |
| --- | --- |
| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| TL = Twynham Learning  Arbor = Management Information System |  |