

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 develop your own knowledge and understanding of specific academic, physical and emotional/social/behavioral needs of individuals and groups of children and respond to them effectively.
- 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
- To be committed and eager to learn in a fast pace environment. Must be a self-starter, able to produce data and work effectively as part of an inclusive team.

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:

- Must be resilient, have drive and determination to improve the life chances of young people with challenging and/or complex needs.
- GCSE Maths & English – 9-4 (A-C) or equivalent qualifications/grades
- Proven skills in the use of office packages to include: Word and Outlook.
- Excellent communication and interpersonal skills.
- Ability to work independently, demonstrating initiative.
- 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.

Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).