



CLAREMONT HIGH SCHOOL ACADEMY

Job Description: Pastoral Support Assistant

Purpose and Objectives of Work:

- To support individuals and groups of pupils to have access to learning, including those in C4.
- To work with the rest of the inclusion team to ensure the inclusion of the pupils in target cohorts, including SEND and PP, in the full life of the school.
- To work with the Pastoral team in the day to day management of pupils.
- Monitor and track attendance and liaise with parents/carers where appropriate.

Main Duties and Activities:

The Pastoral Support Assistant (PSA) has a key role in liaising and communicating with other post holders: Heads of School, Pupil Progress Managers, Deputy PPM's, and Heads of Faculty/Department, the EWO, and other external agencies as appropriate in monitoring the progress and achievement of the pupils for whom he/she has responsibility.

Responsible for:

- Monitoring and checking attendance and punctuality, liaising with form tutors so that they are able to maintain a strong emphasis on attendance and punctuality.
- Support staff in tracking pupils' progress with a specific emphasis on the at risk groups within the year.
- Support tutors and subject teachers in the class room with specific groups or individuals

Pupil progress and Behaviour for Learning

- Use specialist skills/training/experience to support pupils.
- Take small groups for a range of intervention strategies
- Establish purposeful working relationships with pupils and encourage high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work co-operatively with others and apply strategies to encourage independence and self confidence.
- Provide effective feedback to pupils in relation to programmes and recognise and reward achievement, including behaviour and attendance.
- Tracking underachieving students who have been or are likely to be in the intervention/C4 area, liaising with Pastoral team.
- Monitor attendance and punctuality of students in the cohort. Set individual and group targets for improvement in consultation with



PPM, tutors and Education Welfare Officer in order to support pupils' progress.

- Monitor target students' progress through the school system, to support the raising of achievement as directed by Pastoral team.
- Provide support to pupils where there is a clearly identified need under the direction of the teacher;
- Support the pupil in managing their behaviour, reporting difficulties as appropriate;
- Provide opportunities for pupils to practise new skills as part of a planned programme;
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed;

Main Duties and Activities cont:

SUPPORT FOR THE SCHOOL

- Undertake pupil record keeping as requested;
- Gather/report information from/to parents/carers as directed;
- Provide clerical/admin. support e.g. photocopying, typing, filing, as required.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- 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 other support staff as appropriate.
- Undertake planned supervision of pupils' out-of-school-hours learning activities.
- Supervise pupils on visits, trips and out-of-school activities as required.

Any other duties that may be allocated from time to time by your Line Manager.