

ST ANDREW'S COFE PRIMARY SCHOOL

PASTORAL TEACHING ASSISTANT– JOB DESCRIPTION

PURPOSE OF THE POST

To support the welfare, social, emotional, mental health and well-being of children throughout the school.

To support the Christian values of the school by having a supportive and sympathetic understanding of the ethos and aims of the school

LINE MANAGED BY: The Head Teacher/Deputy Head Teacher

RESPONSIBLE TO: The Head Teacher

CONTACTS: Internal: All staff at the school and governors.

External: Parents, Diocesan and LA staff, Personnel Department, visitors to the school, maintenance staff, police,

HOURS: 25 hrs per week (Term Time only)

SCALE: Scale 3

PERMANENT POSITION:

Employed subject to Contract issued by the Governing Body

No leave to be taken during term time.

DUTIES AND RESPONSIBILITIES

General

- Model excellent professional relationships with children, parents and other professionals in the school providing excellent administrative service to the school community regardless of age, race, sex or background
- Establish constructive relationships and communicate with other agencies/ professionals

Welfare/Nurture Room/Classroom

- Work under the direct instruction/guidance of teaching staff to undertake support programmes and key interventions for children
- Support children through one to one and group sessions to talk about their feelings and emotions
- Provide a listening ear to children who are distressed, suffering trauma or hurt
- Provide a safe space for children to come and take part in games and activities as required
- Provide a warm, safe, calm environment for children to feel comfortable in
- Maintain supplies and resources to keep the Nurture room well stocked and ready for use
- Keep notes of sessions with children and complete any other paperwork as required
- Liaise with teaching staff and outside agencies as needed to communicate professionally and openly about children's needs and experiences
- Communicate with parents and carers as needed in a positive, professional manner
- Assist class teachers with the management of pupils in the classroom or outside the main teaching area, including off site

Accountability and Performance

- Participate in performance management and regularly review own practice, setting personal targets and taking responsibility for own professional development
- Take responsibility for performance and act on feedback provided from line manager and colleagues
- Attend relevant training as requested to update knowledge and skills

Safeguarding

- Contribute to safeguarding the welfare of children in the school
- Maintain the security of property in a way that is consistent with your organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person
- Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges

This is not an exhaustive list- other duties may be required from time to time.

The Post Holder must be aware of the confidential nature of the work required.

The Post Holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Head Teacher or Governing Body in the context of the school's changing needs.

An annual review will provide the post holder with the opportunity to reflect formally on his/her performance and development needs. This job description may be amended at any time after consultation with the post holder.

Signed on behalf of the Governing Body: _____

Head Teacher: _____

Signature of Postholder: _____

Date: _____

Person Specification

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Excellent English and Maths skills 	<ul style="list-style-type: none"> • NVQ 2 or equivalent experience
Experience	<ul style="list-style-type: none"> • Communicating with other professionals • Communicating with parents and carers sensitively • Microsoft programs • Email (Outlook/Gmail) • Laminating and photocopying 	<ul style="list-style-type: none"> • School- based experience • Experience of working in a pastoral role previously • Seasons for Growth programme or other similar
Job related aptitude and skills	<ul style="list-style-type: none"> • Excellent communication skills • Excellent interpersonal skills • Ability to listen actively • Ability to work effectively as part of a team • Set high expectations for self and the working environment • Keeping up to date notes and completing forms as needed 	<ul style="list-style-type: none"> • Understanding of EYFS, KS1 and KS2 curriculums
Personal qualities	<ul style="list-style-type: none"> • Ability to prioritise and manage own time • Ability to be proactive and respond calmly under pressure • Ability to work with minimum supervision • Willingness to learn new skills • Ability to relate to children, adults and parents • Sense of humour • An understanding of the need for confidentiality • Ability to build and maintain successful relationships with pupils, treating them equitably with respect and consideration • Demonstrate a commitment and ability to raising educational achievement to all pupils and to promote positive values, attitudes and behaviour. • To share in and contribute to the overall aims and ethos of the school 	<ul style="list-style-type: none"> • School-based experience of working as part of a team • A commitment to support the Christian ethos of the school