



KNOWLEDGEABLE – SAFE – HEALTHY – EQUAL

JOB DESCRIPTION

SCHOOL	King Offa Primary Academy
JOB TITLE	Pastoral and Behavioural Assistant
GRADE	SS Grade 5 (12-13) (£19,171-£19,554 pro rata)
HOURS	Part-time (30 hours and 50 minutes per week), term-time only
LINE MANAGED BY	SENCO / Line Manager / Deputy Headteacher

MAIN ROLES AND RESPONSIBILITIES:

We are looking for a Pastoral and Behavioural Assistant to join our Pastoral Team here at King Offa Primary Academy.

The role of the Pastoral and Behavioural Assistant forms part of the Pastoral Team, which works to ensure that our most vulnerable pupils achieve their potential – through highly effective Nurture, pastoral and behavioural support. The role contributes to the effective pastoral care of all pupils and promotes high expectations and standards of behaviour in school. The Pastoral Team is led by the school’s Pastoral Manager, who reports directly to the SENCO, and comprises of Nurture staff, Pastoral and Behavioural Assistants. The team also liaises closely with the school’s Attendance Officer and other external agencies.

We are looking for a ‘Pastoral and Behavioural Assistant’ who will:

1. Support the learning of small groups of individuals, with a varying range of learning needs and abilities.
2. Establish and maintain effective relationships with pupils and colleagues.
3. Be committed to improving standards for all pupils.
4. Be committed to the school’s ethos of Nurture and lead small group and individual sessions, under the direction of the Pastoral Manager and SENCO.
5. Be an exemplary role-model for behaviour and have a credible work ethic.
6. Assist colleagues with the preparation of learning, classroom and Gatehouse resources.
7. Promote the positive behaviour of all pupils, in the classroom, whilst in Nurture and on the playground, and when and where appropriate, use strategies to manage behaviour effectively, including through 1:1 and small group support.
8. Be committed to providing a safe learning environment for all pupils, built on mutual respect.



9. Promote the acceptance and inclusion of all pupils, including those who are disadvantaged, with SEND or other behavioural issues, encouraging pupils to interact with each other in an appropriate and acceptable manner.
10. Support the use of ICT in learning activities.
11. Promote high standards of English and Maths for all pupils.
12. Carry out and report on systematic observations of pupils, to gather evidence of their knowledge and progress, understanding and skills, upon which the teacher makes judgements about their stage of development.
13. Provide feedback on the pupils' learning and behaviour to the teacher / Pastoral Manager / SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
14. Complete administration activities under the direction of the Pastoral Manager / SENCO, when required (this may include evaluations (such as for Boxall Profiles / Education Health Care Plans (EHCPs) / Learning Support Plans (LSPs) / Additional Needs Plan (ANPs) / individual pupil risk assessments / referrals to external agencies and other tasks).
15. Communicate and liaise effectively with parents, carers and our families to ensure that provision for pupils is highly effective, including providing reports on pupils' successes and next steps.

The successful candidate will be committed to the successful running of the school by:

- Adhering to the school's security, ensuring the safety of all pupils.
- Working confidentiality, in line with the school's and the Trust's policies.
- Undertaking break and lunch-time duties as required.
- Recognising and working to Child Protection and Safeguarding procedures, Health and Safety, the AAT Employment Manual and the school's other policies.
- Being involved in extra-curricular activities, such as trips, visits and clubs and assisting with school events, which could include celebration afternoons, Sports Day and Open Mornings and Evenings.
- Maintaining the appearance and ethos of the school, by completing classroom and corridor displays.
- Completing routine administration activities, where necessary.
- Upholding the school's four values.

We can offer you:

- An excellent environment to work and learn in.
- A committed and supportive staff team.
- Access to Aurora Academies Trust's bespoke plan for professional development.
- Opportunities to work collaboratively with other schools in the Trust.



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This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time, without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Previous experience of the role is recommended but not essential