



KNOWLEDGEABLE – SAFE – HEALTHY – EQUAL



PERSON SPECIFICATION

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, 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.

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to use language and other communication skills, effectively, that pupils can understand and relate to. • Ability to establish positive relationships with pupils and empathise with their needs. • Ability to demonstrate active listening skills. 		Application/ Interview



AURORA
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	<ul style="list-style-type: none">• Ability to consistently and effectively implement agreed behaviour management strategies.• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task.• Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.• Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills.• Ability to assist in the recording of lessons and assessment as required by the teacher / Pastoral Manager / SENCO.• Ability to offer constructive feedback to pupils to reinforce self-esteem.• Ability to work effectively and supportively as a member of the school team.		
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	<ul style="list-style-type: none"> Ability to work within and apply all school and Trust policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc 		
Education & Qualifications	<ul style="list-style-type: none"> A good standard on education, particularly in English and Mathematics, including Maths and English Grade C or above at GCSE (or equivalent). 		Application/ Interview
Knowledge	<ul style="list-style-type: none"> Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment. Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils. 	<ul style="list-style-type: none"> Knowledge of SEND Code of Practice. Knowledge of the East Sussex Continuum of Need. 	Application/ Interview
Experience	<ul style="list-style-type: none"> Experience of supporting children in a classroom environment, including those with special educational needs. Experience of using Information Technology to support pupils in the classroom. 	<ul style="list-style-type: none"> Experience of completing Boxall assessments. Experience of working with pupils on the Autistic spectrum. Experience of working with pupils 	Application/ Interview



		<p>with behavioural needs.</p> <ul style="list-style-type: none">• Experience of leading interventions with individual pupils and small groups.• Experience of supporting pupils with complex needs.	
Personal Attributes	<ul style="list-style-type: none">• Consistently models high-expectations in their work, at all times.• Willingness to commit to the improvement in outcomes for pupils.• Enthusiastic about their work.• Demonstrates an effective work-ethic.• Willingness to demonstrate patience, determination and resilience.• Willingness to maintain confidentiality across all school matters.• Willingness to participate in further training and developmental opportunities, offered by the school or the Trust, to further knowledge.• Willingness to work with a sense of humour.		Application/ Interview