



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:

LOCATION:

JOB TITLE: Behaviour and Pastoral Assistant

GRADE: Single Status Grade 5

RESPONSIBLE TO:

MAIN PURPOSE OF THE ROLE:

To work with and supervise individuals and groups of children with pastoral and Social Emotional and Mental Health Needs. To supervise and develop good social skills with children at lunch and playtimes following the schools agreed policies. To work with class teachers and teaching assistants to create and implement plans and strategies for the development and education of children, including those with Social Emotional and Mental Health Needs and special educational needs. To deal with conflict issues around the school. To support families where attendance is a concern.

Key Tasks

1. To operate systems to identify and support those children with pastoral, attendance and behavioural needs including the use of data and assessments to identify the needs of children and creation of appropriate Individual Plans and risk assessments.
2. Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
3. To support and advise teachers and teaching assistants on intervention strategies to be used to manage the behaviour of pupils with Social, Emotional and Mental Health Needs.
4. To monitor students learning and behaviour and including feedback to the teacher and SENCO on the effectiveness of the behaviour strategies adopted.
5. To provide innovative support strategies for both behaviour and attendance appropriate to individuals and their families and to regularly review the impact of these strategies.

6. Help pupils refocus on class rules, personal targets and responsibilities in school and the wider community following flashpoints where his/ her self- control has been lost, use of reward charts, weekly records, targets, home school liaison, books and time out cards
7. To support pupils in developing social skills both in and out of the classroom by providing pastoral support and promote self-esteem and independence.
8. To coach and mentor pupils in order to support them to improve the standard of their attendance, behaviour and their engagement with their education.
9. To establish supportive relationships with the pupils concerned by giving positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop self-reliance and self-esteem.
10. To establish supportive relationships with parents/carers by fostering links between home and school.
11. Encourage pupils to resolve minor conflicts amicably and safely.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

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.

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Person Specification

Post Title: Behaviour and Pastoral Assistant

Location:

Grade: SS5

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<p>Ability to deal with students who may be challenging and reluctant to engage.</p> <p>Good communications skills; the ability to use language and other communication skills that children can understand and relate to</p> <p>Able to converse at ease with staff, children and parents and provide advice in accurate spoken English</p> <p>Ability to help children express themselves appropriately</p> <p>Ability to undertake observations of individual pupils and complete assessments under the direction of the SENCo</p> <p>Ability to work as part of a team</p> <p>Good organisational and time management skills</p> <p>Ability to liaise and communicate with parents or carers</p> <p>Ability to demonstrate active listening skills.</p>		(e.g. Application form, Interview, Test)

	Ability to offer constructive feedback to students to reinforce self-esteem.		
Education & Qualifications	GCSE or equivalent in English Language and Maths		
Knowledge	<p>Knowledge of the National Curriculum and an understanding of the entitlement for all children</p> <p>Knowledge and understanding of the SEN Code of Practice</p> <p>An understanding of the principles of child development and learning processes and in particular, barriers to learning</p> <p>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students.</p> <p>Awareness of the organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</p>		
Experience	<p>Experience of establishing positive relationships with children</p> <p>Experience of working with, and supporting, pupils with learning, social, emotional and behaviour needs</p> <p>Experience of adapting/preparing appropriate resources for children with individual needs</p> <p>Experience of working with children with language communication difficulties</p>		

	Experience of using Information Technology to support students in the classroom and Head of House with administration.		
Personal Attributes	Patient and calm manner A positive role model for children		
Other			
Date (drawn up): August 2015 Reference of Officer(s) drawing up person specifications : RW			



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Occupational Health

This section is to make you aware of any functions you may be expected to perform or to which you may be exposed, in relation to the post you are applying for, which may have an impact on your health. If successful in your application, this information will help you identify any health related conditions which may impact on your ability to perform the job enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<input type="checkbox"/>
Working with children/vulnerable adults	<input type="checkbox"/>
Moving and handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift/Night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and/or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood/body fluids	<input type="checkbox"/>