

URSULINE HIGH SCHOOL

YEAR 9 & 10 PASTORAL SUPPORT ASSISTANT

JOB DESCRIPTION

Post Title: Year 9 & 10 Pastoral Support Assistant

Grade: ME7, points 12 – 15, £25,578 - £26,985 [paid pro rata]

Responsible to: Assistant Head Teacher Inclusion

Date: May 2022

Well Being/Safeguarding

- Support with level 1 for students with safeguarding concerns
- Triage students to level 2 [Counsellor/School Nurse]
- Make referrals to MASH as directed by Head of Year
- Make CAMHS referrals as directed by Head of Year
- Attend safeguarding conferences/complete requests for information
- Deliver Restorative Justice
- Support Young Carers/monitor well being
- File any safeguarding documents and update MS Teams
- Follow up with students on esafe issues

Well Being/Mental Health

- Support of level 1 for students showing signs of mental health
- Triage students to level 2 [Support/School Counsellor]
- Act as a First Aider for Mental Health

Behaviour [for learning]

- Provide level 1 mentoring for students on report
- Administer slips and reports
- Investigate incidents
- Maintain behaviour logs/chronologies
- Collect work for absent/excluded students
- Manage conflict between students through Restorative Justice
- Sign reports when Head of Year is absent

Attendance/Lates

- Monitor lates and implement strategies to improve attendance and punctuality
- Monitor and support students with 90 – 95% absence
- Monitor and support students with numerous lates
- Administer detentions for lates

- Check students whereabouts if no information received from home

Administration

- Administration for Academic Review Day
- Administer any catch up tests
- Create programmes for events
- File reports
- Administer new students [Monitor/check on in Registration]

School Visits/Trips/Events

- Accompany year group
- Help co-ordinate events

Parents

- Communication via email/phone/records regarding well-being, behaviour, attendance and lates with parents
- Follow up on absences/Parents Evenings

Training

- Attend relevant training on :
 - Safeguarding
 - Mental Health
 - Behaviour
 - Social Media
 - Strategies for Improving Attendance and lates
 - Working with Parents

Any Other Duties

1. Any other duties required commensurate with the grade.
2. Work within the ethos of the school, in a positive and helpful manner.
3. Undertake other duties as may be required by the Headteacher or Line Manager.