



JOB DESCRIPTION

Post title	Pastoral Teaching Assistant
Responsible to	SENCO
Salary	Single Status Grade 4/5
Main Purpose of the Job	To work with and provide support to vulnerable young people. Support vulnerable young people to reach their potential in an education setting.
Duties and Responsibilities	<ul style="list-style-type: none"> • Support, motivate and encourage pupils with their work and behaviour for learning, according to their needs, and to ensure the inclusion of pupils with identified SEN. • Provide general classroom assistance, as appropriate, and differentiate resources when requested by the subject teacher. • Liaise with parents/carers under the guidance of the SENCO and SEN Administrator, and assist with home/school communication. • To make home visits to pupils struggling with school life. • Build appropriate relationships with identified pupils in order to provide the effective role of a “key adult” within the school. • Intervene and support pupils who need additional support for SEMH needs eg at times of dysregulation; heightened anxiety, to implement identified strategies to support de-escalation and self-regulation to allow re-engagement in learning. • Provide support to Pastoral Leaders in pastoral areas including pupils on report, punctuality and attendance, absenteeism and truancy, pupil induction and integration, coaching and mentoring. • To help to raise pupils’ self-esteem and confidence • Attend relevant school meetings as required. • To respect confidentiality at all times. • To undertake CPD training as required • To abide by and work towards all the policies within the school, eg Staff Code of Conduct, Pastoral Care and Behaviour Policy, Health and Safety, Equal Opportunities, Child Protection and Safeguarding Policy. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>
	<p>In addition, the role could include:</p> <ul style="list-style-type: none"> • Being one of the school’s designated minibus drivers. • At times, undertaking whole-class supervision, in the absence of the class teacher, setting work previously prepared by the teacher. <p>These additional roles can be discussed at interview and would reflect the band the post was offered at.</p>

This job description sets out the duties of the post at the time 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 themselves justify a reconsideration of the grading of the post.

St Richard’s is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.