

Pastoral Assistant

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

Hobart High School, Loddon

Salary

Scale E

Starting at point 7

Hours of Work

35 hours per week

Term time plus one week - 39 weeks per year

8.00am – 4.00pm

1 hour lunch

Fixed term for 1 year (potential to be extended)

Core Purpose

This Pastoral Assistant post supports the guidance team in promoting the welfare, wellbeing, and personal development of students, embedding high standards across the school. The role ensures that students feel safe, supported, and ready to learn through day-to-day pastoral support, effective communication with staff, families, and external agencies and in providing administrative assistance linked to pastoral provision.

Reporting Lines

Report to the Assistant Headteachers (KS3 & KS4 pastoral leads)

Key Responsibilities

Student Support

- Support the management of day-to-day behavioural, wellbeing, and attendance issues to ensure there are high standards.
- Supervise students in IEU, reflection area, or pastoral bases when required.
- Build positive, professional relationships with students and their families to promote engagement, support high standards such as with uniform and improved behaviour.

- Assist in implementing individual support plans, behaviour support plans, and wellbeing referrals.
- Support vulnerable students (e.g., SEND, safeguarding concerns, low attendance) under the direction of pastoral leads.
- To monitor and work 1-1 with identified students.
- To be available for 'on call', support detentions or supervision of IEU rotas as required.

Pastoral Administration

- Maintain accurate pastoral records, logs, and reports using school systems (e.g. Go 4 Schools or My Concern).
- Prepare documentation for student wellbeing referrals and meetings such as behaviour reviews, and parent meetings.
- Handle pastoral enquiries from staff, parents / carers, and external agencies both professionally and efficiently.
- Support with pastoral detentions or restorative sessions and keep records linked to these actions up to date.

Safeguarding & Welfare

- Recognise and appropriately report safeguarding concerns following school procedures.
- Support safeguarding leads with admin tasks relating to student welfare.
- Maintain confidentiality and comply with GDPR and safeguarding requirements at all times.

Communication & Collaboration

- Liaise with teaching staff, Heads of Year, the SEND team, and leadership to coordinate student support actions.
- Facilitate communication between the school and parents/carers, promoting positive relationships and high standards.
- Work with external agencies where appropriate (e.g. CAMHS, MHST, Schools and Communities Team) under the guidance of senior pastoral staff.
- Play an active role in and contribute to guidance team meetings / briefings.

General Duties

- Assist with pastoral events and activities (e.g. transition, assemblies, briefings).
- Help maintain the pastoral area as a safe, welcoming, reflective and organised space.
- Support the smooth running of the school day during busy periods, transitions, and emergencies.
- Undertake any other duties that align with the nature of the role.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Effectively implement all academy policies within your role.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.
- Undertake other tasks as required by line managers or Head of School.
- Play an active role in academy life and make a positive contribution to the ethos of the academy.

Variations

- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSEs (Including English and Maths) or equivalent 	Hold First Aid qualification or willingness to undertake training.
Experience	<ul style="list-style-type: none"> Experience working with young people in an educational, youth work, or pastoral setting. Strong communication and interpersonal skills, with the ability to build positive relationships. Ability to handle sensitive information with discretion and professionalism. Confident using ICT and administrative systems. 	<ul style="list-style-type: none"> Knowledge and understanding of and ability to apply positive behaviour management strategies. Experience working in a secondary school environment. Training or experience related to mental health, wellbeing, or behaviour support. Familiarity with school information systems and pastoral software. Knowledge of restorative approaches or behaviour management strategies.
Skills and Personal Attributes	<ul style="list-style-type: none"> Good ICT Skills. Good understanding of child development and learning processes and the ability to work with young people. Able to gain respect of students. Ability to work within set time constraints, prioritise and meet deadlines and organise workload. Work constructively as part of a team. Ability to work with a range of staff, age groups/people. Calm, empathetic, and resilient when responding to challenging situations. Understanding of safeguarding and child protection principles. Ability to work effectively as part of a team and independently. 	<ul style="list-style-type: none"> Constantly improve own practice/knowledge through self-evaluation and learning from others. Working knowledge of relevant policies/codes of practice/legislation.
Equal Opportunities	<ul style="list-style-type: none"> A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity. 	
Safeguarding	<ul style="list-style-type: none"> Understanding of up-to-date safeguarding requirements and best practice. 	
Other Requirements	<ul style="list-style-type: none"> Awareness of Health & Safety procedures An understanding of data protections in relation to ICT issues. Ability to work flexibly and outside of normal working hours, for key school events, if required. 	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.