



## Venerable Bede CE Academy - Job Description

**Job Title:** Pupil Support and Pastoral Assistant  
(Term Time Only + 10 Additional Days including 5 inset) **40 weeks**  
Permanent post 37 hours per week

**Salary Range:** **£19,650 - £20,043 FTE**

Actual salary of £17,034 - £17,375 (less than 5 years' service) - £17,411 - £17,760 (more than 5 years' continuous service)

**Line Manager:** Pupil Welfare Intervention Manager

### **Main purpose of the post:**

- The post holder will be a member of the pupil welfare team, responsible for helping to raise the standards of behaviour and welfare across all year groups.

### **Principle Responsibilities and duties:**

- Work with pupils displaying behaviour concerns who may have been internally suspended, have returned from external suspension or who are at risk of being excluded or permanently excluded.
- Help deliver appropriate work (as part of a pupil's curriculum) and help deliver an enrichment curriculum appropriate to the needs of the pupils within the Learning Zone or Room 37.
- Together with the wider pupil welfare team, assist in the management of all behaviours in the learning environment including provision in the Learning Zone and Room 37.
- Support Heads of Year, Heads of Department and all staff with identified targeted pupils under direction of their line manager.
- Assist in implementing, in collaboration with the wider pupil welfare team, Support Plans for identified pupils
- Support in the delivery of systems for day to day teaching and learning for identified pupils within the Learning Zone and Room 37.
- Work with and support pupils at risk of disaffection through inappropriate behaviour, ensuring they are able to access a broad and balanced curriculum within an appropriate setting and enabling them to cope with normal classroom routines to ensure a positive climate for learning.
- The post holder will assist with behaviour intervention strategies for individual pupils and groups of pupils across all year groups to promote a positive climate for learning alongside the pupil welfare team.
- The post holder will liaise with their line manager to work with external agencies and other behaviour support networks, ensuring positive outcomes for all pupils.

The post holder will be required to make an impact on the educational progress of pupils by:

- Being involved in helping to reduce behavioural problems, both serious and low level.
- Being involved in helping to reduce suspensions.
- Supporting high quality alternative provision for those who are suspended, at risk of suspension or at risk of "dropping out" of education.
- Helping to close the gap in attainment between different groups of pupils displaying challenging behaviour in school.
- Monitoring progress and taking action to ensure appropriate intervention enables targeted pupils to attain their target levels/grades.
- Meeting the needs of all targeted pupils, including the management of their behaviour and minimising its impact on their learning
- Working with identified pupils to enable them to understand the impact that their behaviours have on their progress
- Enable targeted pupils to develop self-regulation strategies to modify their own behaviours for learning through bespoke schemes of learning

## **General**

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of academy records and information.

The post holder must carry out their duties with full regard to the academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other academy policies.

The post holder must comply with the academy's health and safety rules and regulations and with health and safety legislation.