



THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Pastoral Assistant	Department/Group:	Pastoral / Support Staff
Level/Salary Range:	Grade E SCP 11 - 17	Reporting to:	Head of Year
Contract term:	Term time + 1 day	Hours per week:	37

Vision Statement

“To allow all children to experience ‘life in all its fullness’, no matter what their starting point”
by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

Main Objectives of Role:

Under the direction of the Head of Year, assist with the pastoral duties of a year group, providing consistent support to all students and responding appropriately to individual student needs.

Job Description:

As a Pastoral Assistant, you will play a pivotal role in creating a positive, supportive, and inclusive environment where all students can thrive. Working under the direction of the Head of Year, you will guide students to make positive choices, overcome challenges, and reach their full potential. By assisting with the pastoral duties of a year group, you will provide high-quality support, lead interventions that promote positive behaviour and improve attendance, and respond to individual student needs. You will ensure that every student feels supported, valued, and empowered, helping them to develop academically, socially, and emotionally.

General Responsibilities

- To be a key member of the Pastoral Support Team, working with the SLT, Head of Year and wider staff to support all aspects of student progress.
- Support the development of a strong, effective school environment with a focus on aspiration, achievement, and positive citizenship.
- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines.
- Carry out administrative duties on behalf of the Head of Year.
- Maintain high professional standards in all interactions with students, parents, and colleagues.
- Complete other duties as reasonably required by the senior leadership team.

Student Behaviour and Pastoral Support

- Actively support the pastoral team in promoting, monitoring and upholding high standards of uniform, behaviour, attendance, and punctuality.
- Be present in assemblies with the opportunity to lead and support, helping to reinforce key messages and celebrate student achievements.
- Be a visible presence around the academy throughout the day, ensuring standards are maintained in classrooms, corridors, and during social time, taking an active role to ensure a calm and orderly environment.
- Support the Head of Year in addressing behaviour and attendance concerns promptly, communicating actions to staff, students, and parents.
- Foster positive relationships, confidence, and social skills among students to promote a sense of belonging.
- Lead behaviour and pastoral interventions to guide pupils in making positive choices and overcoming challenges.

- Monitor and promote good attendance and punctuality, intervening and communicating with parents when necessary.
- Establish positive working relationships with students, acting as a role model and promoting inclusion and acceptance.
- Deliver targeted interventions and 1:1 mentoring sessions to support students so that they can develop resilience, improve emotional well-being, and engage more effectively with their learning.
- Implement and manage behaviour monitoring systems, such as pastoral reports and individual behaviour plans.
- Supervise students during break and lunchtime to maintain a positive and safe environment.
- Provide on-call support and monitor year group attendance to corrections.
- Support tutors in delivering the form-time curriculum.

Safeguarding and Student Welfare

- Address safeguarding concerns by logging and escalating issues in line with school policies and maintaining confidentiality.
- Develop strong relationships with students, identifying those who are most vulnerable.
- Meet regularly with the Head of Year and DSL to discuss and coordinate support for vulnerable students.
- Assist with Early Help processes, ensuring timely reviews and interventions.
- Arrange and attend multi-agency meetings as requested.
- Monitor and report on student welfare, maintaining accurate records on CPOMS and SIMS.
- Work under the direction of the DSL and undertake regular training to support safeguarding concerns and procedures.

Communications

- Support with accurate and timely completion of registers, working with staff to resolve discrepancies.
- Act as a key point of contact for student, parent, and external agency queries, including in-year transfers.
- Support the Head of Year in communicating year group activities to staff and parents.
- Ensure all interactions are professional, supportive, and solution focused.
- Maintain clear and detailed records of all interactions and interventions.

Events and Curriculum Support

- Assist in organising and managing year group events such as parents' evenings and award ceremonies.
- Support tutors in delivering the form-time curriculum and addressing student wellbeing topics.
- Promote a positive school culture by reinforcing high expectations for behaviour, attendance, and engagement.

Key Attributes and Skills

- Strong interpersonal skills, with the ability to communicate effectively with students and staff.
- Excellent organisational abilities to manage tasks such as attendance tracking, record-keeping, and incident logging.
- Resilience and adaptability to manage challenging situations and maintain a positive and professional approach.
- Commitment to safeguarding and promoting the welfare of children.
- A proactive attitude towards improving attendance and behaviour standards, with a keen eye for detail and a problem-solving mindset.

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated: March 2023



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PERSON SPECIFICATION

	Pastoral Assistant - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of the Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Demonstrates an enjoyment of working with young people	E
	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Approachable	E
	Conscientious and diligent work ethic	E
	High standard of professional personal presentation with an excellent attendance and time-keeping record	E
	Patience, kindness and understanding	E
Qualifications/ Training	5 A*-C GCSEs including English & Maths	E
	A level standard of education or equivalent	E
	Willingness to participate in relevant training and development opportunities	E
	Counselling qualification	D
	First Aid at Work or willingness to gain	E
Experience	Minimum 2 years' experience of working with secondary aged children in any setting	E
	Minimum 2 years' experience of working with secondary aged children in an educational setting	D
	Experience of working with students with behavioural / social and emotional difficulties and implementing effective behaviour management strategies	E
Knowledge	Understanding of the principles of child development	E
	Working knowledge of relevant policies/codes of practice/legislation	E
	Understanding of statutory frameworks relating to safeguarding and child protection including Early Help Assessments	E
	Understanding of inclusion, especially within a school setting	E
General Skills	Ability to plan, organise and prioritise effectively	E
	Ability to work on own initiative and find effective solutions to problems that may arise	E
	Strong administrative skills, able to complete and deal with any required documentation in an appropriate, timely, efficient manner	E

	Pastoral Assistant - CRITERIA	Essential / Desirable
	Ability to gather information, write factual concise reports using professional language, correct spelling and grammar	E
	The ability to manage highly confidential material in an appropriately sensitive way including the electronic filing of such documents	E
	Ability to use technology and management information systems (e.g., CPOMS/SIMs)	E
	Ability to work effectively within a team environment, understanding roles and responsibilities	E
	Ability to work with children at all levels regardless of specific individual need and identify and employ those strategies that work best to engage them in becoming a positive member of our school community	E
	Excellent personal numeracy and literacy skills	E
Communication skills	Confident communicator, effectively and professionally communicating with clarity both in verbal and written form to a variety of audiences	E
	Ability to identify, assess and diffuse potentially confrontational situations	E