

Fulston Manor School



Post: Pastoral Assistant

Reports to: Head of House

Responsible to: Deputy Headteacher (Pastoral)

Salary: FMAT Band C1 £27,083.00 FTE

Actual Salary: £23,607.28 for 37 hours per week, Term Time plus 1 week (to include training and GCSE results day)

Job Purpose:

To support the Head of House in providing effective welfare, pastoral care, guidance and support to students across the school.

The postholder will contribute to the development of a positive, inclusive and supportive school environment in which students feel safe, valued and able to engage fully with learning.

Specific responsibilities

Pastoral Care and Student Welfare

- Support the Head of House in providing effective pastoral care and guidance to students.
- Develop positive, professional and trusting relationships with students.
- Act as a consistent and approachable point of contact for students requiring pastoral support.
- Listen to students and respond appropriately to concerns relating to their welfare, behaviour, attendance or engagement.
- Identify students who may require additional support and bring concerns promptly to the attention of the appropriate member of staff.
- Support students in developing confidence, resilience, independence and positive attitudes.
- Promote equality, inclusion, respect and positive relationships across the school.

Attendance and Punctuality

- Support the Head of House in monitoring student attendance and punctuality.
- Identify patterns of absence or lateness and contribute to appropriate intervention strategies.

- Communicate with students and parents/carers regarding attendance concerns where appropriate.
- Encourage students to understand the importance of regular attendance and punctuality.
- Maintain accurate and appropriate records of interventions and actions.

Behaviour and Engagement

- Support the implementation of the school's behaviour expectations and policies.
- Work with students to understand the reasons behind behavioural concerns and encourage positive choices.
- Support appropriate interventions for students experiencing difficulties with behaviour or engagement.
- Promote positive attitudes towards learning and high expectations of students.
- Contribute to restorative and supportive approaches where appropriate.
- Liaise with teaching staff to identify barriers affecting students' engagement with learning.

Communication and Partnership Working

- Work closely with the Head of House and wider pastoral team.
- Develop effective working relationships with teaching and support staff.
- Communicate appropriately with parents/carers regarding student welfare, attendance and behaviour.
- Maintain professional confidentiality at all times.

Administration and Record Keeping

- Maintain accurate records relating to student support, interventions, attendance and behaviour as required.
- Provide information and updates to the Head of House and relevant colleagues.
- Contribute to reports, meetings and reviews as required.
- Ensure information is recorded and shared appropriately in accordance with school procedures.

Safeguarding

- Promote and safeguard the welfare of children and young people.
- Follow the school's safeguarding and child protection procedures at all times.
- Report safeguarding concerns promptly through the appropriate channels.
- Maintain professional boundaries with students.
- Participate in safeguarding and other relevant training as required.

Supporting the School

- To understand and apply school policies and procedures
- To undertake training and other learning activities and attend relevant meetings as required to ensure own continuous professional development
- Undertake any other Pastoral Assistant duties as reasonably requested by the head of House or the Executive Headteacher.

Person Specification

Criteria	Essential	Desirable
Qualifications & Training	GCSE Grade C/5 or above in English and Maths	Relevant qualification in youth work, education or a related area
Experience	Practical experience of working within a school, youth service or other educational setting.	Prior experience of working with parents/carers to address student welfare, attendance or behaviour concerns. Experience of monitoring or supporting improvements in attendance and punctuality. Experience of supporting behaviour management or restorative approaches.
Knowledge & Skills	Strong working understanding of the pastoral needs of children and young people including the importance of regular attendance and punctuality in supporting student achievement and positive behaviour management and the importance of clear, consistent expectations. Strong knowledge and understanding of safeguarding and child protection responsibilities. Ability to prioritise workload and manage competing demands. Ability to remain calm and professional when dealing with challenging situations.	Ability to identify students who are experiencing social, emotional or personal difficulties. Knowledge of effective pastoral intervention and student wellbeing strategies. Knowledge of relevant safeguarding legislation, guidance and procedures. Familiarity of using school information management, attendance or behaviour systems.
Personal Attributes	A compassionate, empathetic and discreet	

	approach when handling sensitive issues Patient, calm and resilient. Committed to making a positive difference to the lives of young people.	
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