



Beachborough

Job Description

Job Title: Pastoral Support Assistant (PSA)
Reporting to: Wellbeing Practitioner & Head of Learning Success
Hours of Work: 37.5 hours per week, 9am to 5pm, Monday to Friday
 35 weeks – Term Time only (part time / job share considered)
Contract Type: Fixed – 1 year

General Role:

- We are seeking a dedicated and passionate Pastoral Support Assistant (PSA) to join our team at Beachborough School. As Pastoral Support Assistant (PSA), you play a vital role in providing support to pupils' well-being and personal development. The primary focus of your role is to address and support the emotional, social, and sometimes behavioural needs of pupils, ensuring they have a positive school experience and can achieve their potential. As Pastoral Support Assistant, you will also be pivotal in fostering a supportive, inclusive, and nurturing environment within the school. This position involves working closely with children, staff, and parents to provide emotional and social support, helping to address any barriers to learning and ensuring the well-being of all pupils.
- To be responsible for the education and welfare of the children under your care in accordance with the requirements of the Conditions of Employment of School Teachers, having regard to the values and mission statement of Beachborough School and implementing the policies as laid down by the Head and Governing Body.
- To share in the corporate responsibility for the discipline, wellbeing, and pastoral care of all pupils, including Prevent Duty.
- It is the responsibility of all staff to be able to source, understand and apply all school policies appertaining to their position.
- The successful candidate will be line managed by the Wellbeing Practitioner and Head of Learning Success.

Supervision Arrangements:

- Observation of classroom support/additional input work by the Wellbeing Practitioner / Head of Learning Success

Specific:

In relation to pupils	<ul style="list-style-type: none"> • Provide one-on-one or small group support to pupils who are experiencing difficulties, such as emotional, social, or behavioural issues. • Monitor pupils' progress and well-being, identifying any changes or concerns that may require further attention. • Be aware of and support different needs, ensuring all pupils have equal access to opportunities to learn and develop. • Develop and implement individual pupil plans for pupils, tailored to their specific needs. • Listen to pupils' concerns and provide appropriate advice or support, working closely with the Wellbeing Practitioner, SENCO, Phase leaders and Year Group Co-ordinators. • Mentor pupils, providing guidance and encouragement to help them overcome personal challenges and succeed academically and socially.
-----------------------	--

	<ul style="list-style-type: none"> • Supporting vulnerable learners to make good progress. • Provide immediate support in crisis situations, offering a calm and reassuring presence. • Develop and implement strategies for managing and de-escalating crises.
In relation to teachers	<ul style="list-style-type: none"> • Work closely with teachers, counsellors, and senior leadership to identify pupils in need of pastoral support. • Participate in meetings and contribute to the development of school-wide pastoral strategies. • Provide staff with insights and strategies to support pupils' emotional and social needs in the classroom. • Promote an inclusive school environment where all pupils feel safe, respected, and valued. • Be a visible presence and attend key meetings as and when required.
In relation to working with parents	<ul style="list-style-type: none"> • Work closely with teachers, counsellors, and senior leadership to identify pupils in need of pastoral support. • Participate in meetings and contribute to the development of school-wide pastoral strategies. • Provide staff with insights and strategies to support pupils' emotional and social needs in the classroom. • Promote an inclusive school environment where all pupils feel safe, respected, and valued. • Be a visible presence and attend key meetings as and when required.
In relation to the whole school	<p>Program Development:</p> <ul style="list-style-type: none"> • Assist in the development and implementation of pastoral care programs and initiatives including the Joining Hands parent workshop program. • Promote and participate in school events and activities that enhance pupils' well-being and community spirit. • Support initiatives and programs that foster a positive school culture and community. • Evaluate the effectiveness of pastoral programs and suggest improvements. <p>Administration and Reporting:</p> <ul style="list-style-type: none"> • Maintain accurate and up-to-date records of pastoral support provided to pupils. • Contribute to reports on pupil progress and the impact of interventions for review by senior leadership and external agencies. • Ensure all activities comply with school policies, safeguarding procedures, and relevant legislation. • To be alert to safeguarding issues and to log and pass on concerns as appropriate. • To deal confidentially and sensitively with parents and pupils undergoing diff

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Person Specification

Area	Essential	Desirable
QUALIFICATIONS	<p>A good basic education to GCSE level in English and Maths, or the equivalent</p> <p>A relevant qualification in education, counselling, social work, or a related field.</p>	<p>A willingness to undertake further training</p>
Further relevant qualifications (e.g., NVQ, specific training relating to SEND).	<p>Experience of working with children in an educational environment.</p> <p>Additional training in child development, mental health, or pastoral care.</p>	<p>Experience of working with children with SEND.</p> <p>ELSA</p> <p>Knowledge of attachment issues.</p>
KNOWLEDGE AND UNDERSTANDING	<p>The ability to provide effective support to pupils on their learning journey.</p> <p>Knowledge of SEN procedures and policies.</p> <p>Good communication skills (verbal and written).</p> <p>A commitment to equality and diversity, especially within a school setting.</p> <p>A basic understanding of child development and learning processes.</p> <p>A basic awareness of policy/legislation relating to safeguarding.</p> <p>The ability to relate well to children and adults and establish positive relationships.</p>	<p>A working knowledge of relevant policies and legislation (e.g., safeguarding).</p> <p>Proficient in Microsoft Office applications particularly EXCEL and Word</p>

<p>PERSONAL CHARACTERISTICS</p>	<ul style="list-style-type: none"> • A positive approach. • A desire to build positive relationships with both pupils and colleagues, fostering a supportive and inclusive classroom environment. • A genuine passion for working with children and helping them to succeed. • The ability to handle sensitive information confidentially and professionally. • A collaborative mindset, with the ability to work effectively as part of a team and contribute to the overall success of the school. • A patient and empathetic approach, with the ability to provide emotional support and guidance to pupils when needed. • Excellent organisational and time management skills. • The ability to adapt your approach and support strategies to meet the individual needs of pupils with diverse abilities and learning styles. • The ability to work independently and manage their own workload. • A willingness to reflect, review and see things from new angles. • A sense of humour. • Strong verbal and written communication skills to interact effectively with pupils, parents, and staff. • Patience and the ability to be calm under pressure. • A commitment to personal and professional development.
--	---

In return, we offer the successful candidate:

- A superb campus and a delightful, caring, school environment in which to work.
- The opportunity to work collaboratively with dedicated colleagues who share a passion for education and making a positive difference in the lives of our pupils.
- The chance to become part of a vibrant and inclusive school community, working together to create an inspiring learning environment for our pupils.
- Very supportive and considerate pupils that are keen to learn and make the very best progress.
- Dedicated and supportive governors, staff, and parents
- On-going professional development, with career progression opportunities.
- A leadership team that will provide you with help, support, and assistance.
- A remuneration package, including a competitive salary commensurate with the qualifications and experience of the successful applicant.

Working hours: Monday- Friday 8-5:30pm (part-time and job share considered)

Created: June 2024