**Job Description:** Pastoral Support Assistant

**Reports to:** Regional Assistant Head

**Hours:**  36 hours per week, Term time only

**The Role**

* To work with children experiencing a range of social, emotional and mental health difficulties in order to help them overcome these barriers and achieve their full potential.

**Key responsibilities**

* To pro-actively assess children and plan targeted intervention to meet their needs
* To support teachers with strategies to meet the needs of pupils in class
* To work with parents and carers to develop strategies to effectively meet their children’s needs and help them achieve in school
* To support the wider work and ethos of Ark Ayrton Primary Academy

**Outcomes and activities**

**Learning Support**

* Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
* Make use of creative arts, like drawing, clay, sand, movement, music and therapeutic storytelling
* Run therapy sessions at a regular time and place
* Work with teachers to assess the needs of individual children
* Promote positive change in the child by helping them to help themselves
* Plan one to one and small group support and intervention
* Observe, record and feedback information of pupil performance
* Assist with behaviour management within and outside the classroom.
* Provide off-site community-based opportunities for pupils, if appropriate to the job assignment.
* Assist pupils' achievement outside of the classroom, e.g., computer lab, library.

**Other support**

* Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
* Maintain pupil and family confidentiality
* Attend regular meetings and training, as required

**Other**

* Undertake other various responsibilities as directed by the Headteacher and Learning Mentor

**Person Specification:**

**Qualification Criteria**

* Minimum of NVQ level 3 in Supporting Children’s Education (preferable).
* Maths and English GCSE or equivalent at grade C or above (essential)
* ELSA trained (essential)
* Right to work in UK.

**Experience**

* Experience of establishing successful learning relationships with a variety of pupils at the relevant age (essential)
* Evidence of impact of relevant intervention (essential)
* Experience of working with children with attachment difficulties (desirable)

**Behaviours**

**Personal characteristics**

* Genuine passion and a belief in the potential of every pupil
* Helpful, positive, calm and caring nature
* Resilient and able to work in sometimes challenging circumstances
* Able to establish good working relationships with colleagues
* Able to follow instructions accurately but make good judgments and lead when required.

**Specific skills**

* Empathy and an open and friendly manner
* The ability to gain the trust of children
* Resilience and insight for working with children in emotional distress
* Good spoken and written communication skills
* A broad knowledge of child development
* A good understanding of the different ways children communicate their feelings
* Understand the need to maintain confidentiality at all times
* Excellent understanding of safeguarding

**Other desirable training and skills**

* First Aid training

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service*