



Job Description	
School	Glenleigh Park Primary Academy
Job Title	Behavioural and Pastoral Assistant
Grade	SS Grade 5, 11-13
Hours	Full or Part Time – Term Time Only

MAIN PURPOSE OF JOB:

The role of Behavioural and Pastoral Assistant forms part of the pastoral team that works to ensure our most vulnerable pupils achieve their full potential. The role also contributes to the effective pastoral care of all pupils and high standards of behaviour in school. The pastoral team is lead by the Assistant Headteacher and comprises nurture staff, key workers, behavioural and pastoral assistants, the school attendance officer and contributions from external agencies.

We are looking for a Behavioural and Pastoral Assistant who:

- will support the learning of small groups and individuals, with a varying range of learning needs and abilities
- will establish and maintain effective relationships with pupils and colleagues
- is committed to improving standards for all pupils
- will be an exemplary role-model for behaviour and have a sound work ethic
- will assist colleagues with the preparation of learning and classroom resources
- will promote the positive behaviour of all pupils, in the classroom and on the playground, and when and where appropriate, use strategies to manage behaviour effectively
- will be committed to providing a safe learning environment for all pupils, built on mutual respect
- will promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- will support the use of ICT in learning activities
- will promote high standards of English and Maths
- will carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development and provide this feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- will provide admin support to the assistant Headteacher when required. This may include evaluating personal provision plans, referrals to external agencies and other tasks as required.
- will work with parents/carers/families to ensure that provision for pupils is highly effective. This will include reporting on the successes and challenges pupils have encountered



The successful candidate will be committed to the successful running of the school, by:

- adhering to the school's security, ensuring the safety of all pupils
- undertaking break-time and lunch-time duties as required
- recognising and working to Confidentiality, Child Protection and Safeguarding procedures, Health and Safety and the school's other policies
- being involved in extra-curricular activities, such as trips, visits and clubs and assisting with special school events, which could include celebration afternoons, sports days and open days
- maintaining the appearance and ethos of the school, by completing classroom and corridor displays
- completing routine administration activities, where necessary

We can offer you:

- an excellent environment to work and learn in
- a committed and supportive staff team
- access to Aurora Academies Trust's bespoke plan for professional development
- opportunities to work collaboratively with other schools in the Trust

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Previous experience of the role is recommended but not essential.