



# Lancaster Royal Grammar School

## Year 7 & Primary Transition Pastoral Support Assistant

### Job Description

<b>RESPONSIBLE TO</b>	Head of Year 7 & Primary Transition
<b>HOURS OF WORK</b>	30 hours per week 8.30am – 3.30pm (term time - plus Open Day)
<b>SALARY</b>	Support Staff Pay Scale Grade 5

The Year 7 & Primary Transition Pastoral Support Assistant will report to the Head of Year 7 & Primary Transition. They will provide pastoral support to pupils, working closely with Year 7 Form Tutors, and parents/carers. They will contribute to the general ethos of pastoral care at LRGS, assisting with primary outreach programmes and primary transition arrangements.

#### **Provide pastoral support for Year 7 pupils by:**

- Providing day-to-day assistance and administrative support to the Head of Year 7 & Primary Transition
- Liaise with teaching staff to provide support to targeted pupils to raise achievement and attendance
- Provide input into the identification of needs, and to develop and monitor individual action plans for targeted pupils
- Provide targeted in-class support
- To have a case load of pupils working in a one-to-one relationship with targeted pupils
- To provide listening support for those pupils with low level mental health concerns
- Assist in maintaining contact with pupils' families/carers to inform them of progress and issues
- Collate information and maintain records of pupil achievement and attendance
- Provide support and advice to pupils to promote their social and personal development
- Assist in resolving relationship issues between pupils
- Oversee support packages for pupils to reintegrate them into school following periods of absence
- Oversee the supervision of pupils not otherwise working to a normal timetable
- Implement a programme to monitor pupil behaviour data
- Participate in home visits to support pupils to maintain good attendance
- Support duty teams in the supervision of the Year 7 lunchtime area
- To work with the Designated Safeguarding Leads to maintain the school's safeguarding principles and procedures
- To maintain timely and accurate records relating to pastoral, wellbeing and safeguarding concerns and actions

#### **Provide administrative and teacher support for primary outreach and transition programmes including:**

- Planning and liaising with primary schools, completing all aspects of administration relating to primary visits to LRGS
- Complete any required risk assessments, EVOLVE submissions, registers and medical forms
- Preparation of the classroom and resources including taking account of stock and placing orders
- Provide teacher assistance in sessions and assist in the supervision of primary school pupils

#### **Supporting the Head of Year 7 & Primary Transition with the Year 6 transition process by:**

- Liaising with primary schools and undertaking primary school transition visits
- Collating pupil transition information
- Supporting the Head of Year 7 & Primary Transition with Year 7 Form allocations
- Attending Transition afternoons/after-school parent information sessions
- Supporting the Head of Year 7 & Primary Transition on Open Days including the preparation of resources

Undertake other tasks or duties which may be reasonably assigned by the Deputy Head: Pastoral which assist the work of the pastoral team.

The post holder's responsibility for promoting and safeguarding the welfare of children will be to adhere to and ensure compliance with the school's 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 they must report any concerns to the school's child protection officer or to the Head.



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### Personal Specification

<b>Requirements</b> (Based on the Job Description)	<b>Essential</b> (E)	<b>Desirable</b> (D)	<b>Assessed via:</b> Application Form (AF), Interview (I), Reference (R)
<b>Qualifications &amp; Training:</b> Qualification or training relating to pastoral care or youth work.	X		AF/I
<b>Knowledge, Skills and Experience:</b> Experience of working in a school environment	X		AF / I
Knowledge of Learning Support strategies and provision.	X		AF / I
Knowledge of Emotionally Based School Avoidance strategies.	X		AF / I
Pastoral knowledge and experience.	X		AF / I
Excellent skills in communicating with young people including those in distress.	X		AF / I
Experience in recording and acting on concerns and safeguarding disclosures.		X	AF / I
Understanding of the duties and responsibilities regarding safeguarding and statutory guidance e.g. Keeping Children Safe in Education, and a commitment to safeguarding and protecting the welfare of children & young people.	X		AF/I/R
Experience in supporting children to transition through education, preferably from primary to secondary school.		X	AF/I
Excellent written and verbal communication skills.	X		AF/I
Experience of using Microsoft Office and other IT applications.	X		AF/I
Excellent organisational, planning and analytical skills.	X		AF/I
<b>Behaviour and Values:</b> A child-centered approach, being commitment to pupil welfare.	X		AF / I / R
High standard of ethical practice and integrity.	X		AF / I / R
Discretion and sensitivity.	X		AF / I / R
Flexible, approachable and able to work as part of the whole school team.	X		AF / I / R
Committed to the development and ethos of the school.	X		AF / I / R
Able to work under pressure.	X		AF / I / R
Commitment to undertake in-service development and training.	X		AF / I / R

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.