



Pastoral Support Teaching Assistant

Responsible to

To be responsible to the Heads of School across TEAM Multi – Academy Trust and SEND Co

Responsibilities

- To be a key member of the school's inclusion team.
- To liaise with the Heads of School, SENDCo, external agencies and families to provide pastoral support.

Job duties

- To assist the SENDCo in leading the provision for Special Educational Needs within the school, liaising with the Heads of School as required.
- Supporting and offering guidance to staff in the implementation of pastoral and SEND support.
- Working within and developing SEND systems and processes
- Providing written contributions to individual plans and other SEND associated paperwork
- Planning and delivery of education/interventions
- Working independently and proactively to navigate pastoral challenged.
- To support all pupils in their learning and development treating them with respect and consideration.
- To consistently promote positive values, attitudes and behaviour.
- To have high expectations of all pupils' achievement and a commitment to raising educational standards.
- To encourage the social and emotional development of pupils.

Daily activities

Working within school policies and procedures to:

- Involvement with other professionals and wider agencies (0-25, Early Help, Safeguarding, referrals, SPA.)
- Supporting casework by contributing to the development of intervention plans
- Attending reviews and case conferences
- To ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies
- To liaise with relevant outside agencies to ensure that the SEND needs of individual pupils are met effectively including supporting referrals to other agencies
- Linking and working with families by supporting parent groups and programmes as required
- Providing signposting to families
- Be a visible part of the school's staffing to all pupils, regardless of perceived current need.

Supporting the school:

- Understanding and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos and aims of the school
- Assisting with the supervision of pupils out of lesson times, including lunch times
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required
- To undertake other duties, as required by the Head of School, as appropriate to the grade of the post.

Professional Values & Practice

- Have high expectations of all pupils and promote and reinforce pupils' self-esteem

- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with all stakeholders
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and to seek advice or guidance as necessary
- Adhere closely to the school's policies on child protection and safeguarding