

BECCLES HIGH SCHOOL JOB DESCRIPTION

PASTORAL ASSISTANT

Line Managers' job title:	Deputy Headteacher
Salary:	Points 5-6 of the Support Staff Salary Scale FTE Salary: £26,427 - £26,847 per annum Pro rata salary: £23,038 - £23,821 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus one week (39 weeks)
Hours per week:	37.5 hours per week

THE POST

Beccles High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others to join our school as a **Pastoral Assistant**.

PERSON SPECIFICATION

The professional competencies expected of a Pastoral Assistant are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing daily responsibilities;
- Able to demonstrate strong planning and organisational skills;

- To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- Be an excellent role model for all members of staff and for students in all aspects of school life. To actively promote the aims of the School.
- Support, promote and comply with decisions and policies agreed by the SLT and the Trust Board

The qualifications and previous experience required for Pastoral Assistant are:

Essential

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE. Knowledge of the use of basic technology i.e. photocopier, scanner, computer, DVD and digital camera;
- Knowledge of using Office systems including Word, PowerPoint, spreadsheets, email.
- Knowledge of child protection issues.
- School experience.

Desirable

- Proven experience of being able to work under your own initiative and in collaboration with colleagues.
- Knowledge of appropriate First Aid procedures.
- Experience of working with school management systems would be an advantage but training is available.

JOB SPECIFICATION

General Responsibilities

To support the school's Inclusion provision by supervising students referred to the Internal Exclusion Room, ensuring they remain engaged in learning, follow expectations, and receive appropriate pastoral support. The role helps maintain a calm, safe environment for students who require short-term support, behaviour intervention, or an alternative learning space.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

1. Student Supervision and Support

- Supervise students working in the Internal Exclusion Room.
- Ensure students remain on task and complete work set by teaching staff.
- Build positive, professional relationships with students, showing empathy and consistency.
- Support students with social, emotional, or behavioural needs, helping them regulate and reengage.
- Maintain a calm, structured environment that promotes learning and positive behaviour.

2. Behaviour and Pastoral Support

- Reinforce school behaviour expectations and restorative approaches.
- Deescalate situations using appropriate strategies.
- Support restorative conversations where required.
- Monitor student wellbeing and report concerns promptly to safeguarding leads.

3. Communication and Liaison

- Work closely with teaching staff and pastoral leads to coordinate support.
- Communicate professionally with parents, carers, and external agencies when needed.
- Provide feedback on student progress, behaviour, and engagement.
- To occasionally support the staffing of Reception: to deal with general student enquiries and triage students for the Pastoral Team

4. Administration and Record Keeping

- Maintain accurate records of behaviour incidents, and student progress.
- Ensure work is collected from teachers and returned once completed.
- Contribute to reports, risk assessments, and behaviour plans as required.

5. Supporting Inclusion Across the School

- Assist with interventions for students at risk of exclusion.
- Support SEND students with access to learning where appropriate.
- Help implement strategies that promote inclusion, equality, and positive behaviour.
- Provide the Pastoral Team with administrative support, keeping accurate records of incidents.

General

- Keep up to date with training including Bromcom (MCAS) and Office 365

- Deal sensitively and confidentially with anxious, distressed or impatient callers, whether by telephone or in person and whether students, parents, external visitors or staff.
- Attend First Aid training and provide basic first aid to students who are injured or unwell. Completing Health and Safety paperwork and keeping parents informed of sickness or injury if required
- To undertake general duties of an administrative or organisational nature and any other duties that are within the scope of the post as determined by the Headteacher or Deputy Headteacher (Behaviour, Safeguarding & Attendance).

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

The first three months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

HOURS OF WORK

Paid Weeks per year	Term Time plus one week (39 weeks)
Hours per week	37.5 hours
Normal working Pattern	Monday-Friday 8:00am-16:00pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points 5 - 6 of the Support Staff Salary Scale
- FTE Salary: £26,427 - £26,847 per annum

- Pro rata salary: £23,038 - £23,821 per annum, including an allowance for holiday pay

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.