Westacre Middle School
Inspire • Challenge • Achieve

Job Description –Grade 2 – Pastoral and Wellbeing Support Assistant

General purpose

- Provide support to learning support assistants and teachers within the school as necessary.
- Provide behaviour and SEN support for pupils throughout the school.
- Supervise children at break times on a rota and provide first-aid service throughout the day.

As Behaviour Support Assistant

- Provide support for pupils identified by the school on the SEN register as having emotional, social and behavioural problems.
- Carry out observations and working on behaviour management programmes with individual children.
- Liaise with the Lead Behaviour & Pastoral Support Assistant daily.
- Support parents through transition and accompany children/parents on visits if required.
- Home visits to support parents/children/EWO after discussions.
- Refer parents to family/parenting support for help and advice.
- Where considered appropriate by the Senior Team and the Lead Behaiour & Pastoral Support Assistant, liaise with the parents/carers of pupils identified with emotional, social and behavioural problems and with other professional outside agencies.
- When appropriate consider attending meetings, courses, and other training which could support and enhance your role in the school.
- Support vulnerable and challenging children on a 1-1 or small group basis as part of class provision
- Work with children on a one-to-one basis or in small or large groups and act as a listener, facilitator for learning, motivator and role model.
- Prepare and deliver bespoke intervention programmes to support a child's wellbeing
- Promote, energy and passion about young children and their families.
- Provide a solution focussed approach and not be reluctant of new challenges.
- Display interpersonal skills and warmth to build strong and supportive relationships with our children, families, team and community.
- Share his/her own learning and inspire learning in others

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

- Contribute to the overall ethos/work/aims of the school.

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Supervise pupils on visits, trips and out of school activities as required.

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.

Contacts:

In all contacts the Teaching Assistant will be required to present a good image of the school (this includes social media postings) as well as maintaining constructive relationships.

Internal: All staff and visitors, both adults and children.

External: Parents/Carers and other professional groups.

Signed by Teaching Assistant: ……..

Signed by Head Teacher: ……...

Date: …….