**JOB DESCRIPTION**

**PASTORAL SUPPORT ASSISTANT @ Vine House Campus (Hillingdon area not Isleworth)**

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| **Job Title** | Pastoral Support Assistant - Vine House Campus of Syon Manor College |
| **Responsible to** | Head of College |
| **Key Internal Contacts** | Other staff within the education team  Staff in other departments within the Service  Staff in other Services  Central Office Staff |
| **Key External Contacts** | Service User relatives, advocates and others  Placing Authorities and Service Providers  Registration, Regulatory and Inspection bodies  Local Services – Statutory, Voluntary and Community Neighbours |
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**Salary:**  Upto£20, 931.45

**Site Location: Vine House Campus – UB8 3HD**

**JOB PURPOSE:**

To provide a high quality education support service to Pupils and in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body.

**KEY TASK AREAS AND RESPONSIBILITIES**

# Pupils (as defined by the relevant service e.g. Young People/Young Adult/Students)

* To support the subject teacher/tutor in order to ensure the delivery of a high quality education for all students

* To support the subject teacher and/or tutor to ensure that all relevant education policies and procedures are implemented in full

* To provide relevant and appropriate support to students, on an individual or group basis, in order to enable them to access the curriculum as independently as possible

* To promote, in line with Company policies, the physical, educational and moral development of the students

* To ensure that the available equipment and resources are used, stored and maintained efficiently, reporting any maintenance issues to the appropriate staff

* To support the subject teacher and/or tutor in organising the classroom, its resources, student groupings and displays to provide a stimulating learning situation appropriate for students with autistic spectrum disorder

* To support the teacher/tutor to write, update, implement and evaluate documentation relating to the individual student. This will include Behaviour Support Plans (BSP), Individual Risk Assessment, , Communication Profile, and Pastoral Support Plan as required and appropriate.

* To work collaboratively with the subject teacher and/or tutor to adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site

* To produce appropriate and effective resources/teaching aids at the request of, and following a brief provided by, the subject teacher and/or tutor

* To contribute as a member of the College’s multi-professional team,ensuring good working relationships with colleagues

* To contribute to and help implement developments that relate to the College Development Plan
* To support the care team through participation in the morning routing for students. This includes supporting the children in preparation for College and personal care as appropriate

* Work with and manage challenging behaviour, enabling Pupils to develop from needing external control, to developing self control

* To maintain regular communication both informally and in meeting times, ensuring the individual needs of the student are being met effectively.

* To ensure that the available equipment and resources are used, stored and maintained efficiently

* To make, use and keep records in accordance with Company policies and procedures and standards set by the Regulatory Body

* To keep up-to-date with specified subject area, educational practice and autism-related information

* Safeguard all students and ensure their safety and wellbeing

* Communicate effectively with care staff to ensure a consistent approach and to provide a daily link between College and Home

* Liaise with staff from other departments to provide a consistent approach to all aspects of Service User education and care

* Maintain regular communication and liaison both informally and in meeting times, ensuring a consistent approach to education and care of Pupils

# GENERAL

* Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
* Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
* Report issues and/or incidents relating to staff and Pupils that have arisen in the day promptly to the relevant Line Manager or appropriate person

* Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
* Participate in training and take responsibility for personal development
* Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
* Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
* Ensure that all actions are in the interests of the Pupils and the Company.
* To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
* To carry out any other reasonable and relevant duties as required

**PERSON SPECIFICATION**

**PASTORAL SUPPORT ASSISTANT**

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|  | **Essential** | **Desirable** |
| **Experience** |  |  |
| Experience of work with autistic spectrum disorders and/or challenging | √ |  |
| Experience of work within a education/residential setting | √ |  |
| **Skills, Knowledge and Aptitudes** |  |  |
| Ability to work independently and as part of a team | √ |  |
| Effective communication skills, verbal and written | √ |  |
| Ability to record information accurately | √ |  |
| Good organisational skills | √ |  |
| Ability to deal with complex and challenging behaviour | √ |  |
| Ability to demonstrate empathy | √ |  |
| Basic IT skills | √ |  |
| **Qualifications and Training** |  |  |
| Level 3 Certificate in Supporting Teaching and Learning in Colleges. |  | √ |
| Level 2 SEN qualification or looking to work towards. |  | √ |
| Willingness to work towards further qualifications as required | √ |  |
| Undertake relevant group induction training on commencement | √ |  |
| **Other** |  |  |
| Commitment to the values of the organisation | √ |  |
| Driving licence |  | √ |