



Sackville School

YEAR ASSISTANT

Role of the Year Assistant

To work in partnership with the Pastoral Leader in addressing the pastoral needs of students in a year group and particularly those who require particular help to overcome barriers to learning. This includes the following:

Support for Students

- Providing pastoral support to students
- Collecting, receiving and supervising students excluded from, or otherwise not working to, a normal timetable
- Attending to students' personal needs and providing advice to assist in their social and emotional development
- Assisting the Pastoral Team Leader with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans
- Establishing productive working relationships with students, acting as a role model
- Providing support for distressed students
- Promoting the effective reintegration of students who have been absent for a longer period of time than is normal (e.g. hospitalisation)
- Providing information and advice to enable students to make choices about their own learning, behaviour and attendance
- Challenging and motivating students, promoting and reinforcing their self-esteem

Support for Teachers

- Liaising with relevant bodies to gather student information
- Supporting students' access to learning using appropriate strategies and resources
- Working with other staff in collecting work for those students who are either internally or externally excluded or absent from school due to sickness
- Providing objective and accurate feedback and reports as required to other staff on students' achievement, progress and other matters, ensuring the availability of appropriate evidence
- Being responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems and/or records as requested
- Assisting in the development and implementation of appropriate behaviour management strategies, e.g. dealing with uniform issues
- Establishing constructive relationships with parents and/or carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Providing clerical and/or administrative support e.g. dealing with correspondence, attendance, diaries, student files, detention, etc. Making phone calls to parents and outside agencies as appropriate
- Updating electronic behaviour log

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Support for the School

- Contributing to the overall ethos, work and aims of the school
- Establishing constructive relationships and communicating with other agencies and professionals, in liaison with the Pastoral Leader to support the achievement and progress of students
- For the PSA attached to Year 7, liaison with primary feeder schools to ensure a smooth transition to Sackville
- Attending and participating in regular meetings with Pastoral Leaders
- Assisting Pastoral Leaders with organisation of Parents' Evenings and Reports Afternoons
- Assisting Pastoral Leaders with assembly organisation
- Participating in training and other learning activities as required
- Recognising own strengths and areas of expertise and using these to advise and support others
- Supervising students on visits, trips and out of school activities as required

Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosing & Barring Service (DBS).