Job Description

JOB TITLE	Pastoral Apprentice
JOB FAMILY	Pastoral
PHASE	Primary
HOURS	37 hours per week, 38 weeks per year
REPORTING TO	Designated Safeguarding Lead (DSL)

Job Purpose

To support pupils' social, emotional and personal development, helping them feel safe, included and ready to learn. Working under the guidance of experienced colleagues, the Pastoral Apprentice will help identify barriers to wellbeing, attendance and engagement, and contribute to timely, appropriate support for pupils and their families.

The postholder will develop their knowledge and practical skills through the Level 4 Pastoral Support Practitioner Apprenticeship, applying their learning within the school. Duties will be undertaken with appropriate supervision, with responsibility increasing as competence develops.

Duties and Responsibilities

Pastoral Support and Pupil Wellbeing

- Build positive, trusting relationships with pupils, providing a consistent and approachable source of support.
- Support pupils who are experiencing social, emotional or personal difficulties, helping them participate positively in school life.
- Help pupils develop confidence, emotional awareness, self-regulation and positive relationships.
- Assist with planned individual and small-group activities addressing needs such as friendships, transitions, confidence and managing emotions.
- Support pupils at key points in the school day, including arrival, breaktimes and transitions, as required.
- Listen to pupils' views and contribute to support that reflects their needs, age and stage of development.

Early Intervention and Inclusion

- Work with teachers, pastoral colleagues and the SENCO to recognise emerging concerns and barriers to learning, wellbeing and engagement.
- Contribute to agreed pastoral support plans and carry out activities under the direction of experienced staff.

- Observe and record pupils' responses to support, sharing progress and concerns to help colleagues review its effectiveness.
- Promote inclusive practice, recognising and respecting pupils' individual needs, backgrounds and circumstances.
- Support the school's positive behaviour approaches, helping pupils understand expectations and develop constructive ways to resolve difficulties.

Safeguarding Support

- Assist the DSL and safeguarding team in implementing safeguarding policies and procedures.
- Maintain accurate and confidential safeguarding records in line with statutory guidance.
- Support with referrals and liaising with external agencies under supervision.
- Help monitor safeguarding concerns and follow up actions.
- Promote a culture of safeguarding awareness across the school.

Attendance Support

- Assist in monitoring daily attendance and punctuality.
- Help follow up on absences, including contacting parents/carers.
- Support initiatives to improve attendance and reduce persistent absence.
- Maintain accurate attendance records and produce reports as required.
- Work with pastoral teams to identify patterns and support interventions.

Administrative Duties

- Update and maintain safeguarding and attendance databases.
- Prepare documentation for meetings and audits.
- Handle sensitive information with discretion and confidentiality.

Apprenticeship Development

- Complete all required training and assessments as part of the apprenticeship programme.
- Engage in professional development opportunities to build knowledge of safeguarding and attendance processes.
- Work towards gaining relevant qualifications and skills for future career progression.

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust

- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at TSAT Hub. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection

issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Pastoral Apprentice

Name: Signed: Date: