



# Job Profile

## Pupil Support Assistant

**Date** March 2025

### **Job context:**

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are 150 pupils in Year, with potential to increase to 180 as the school expands. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

### **Job purpose:**

- To ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained.
- To be responsible for supporting pupils' learning by offering day to day support for their welfare and general well-being.
- To contribute to the spiritual, moral, social and cultural development of all pupils in the school.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

### **Accountable to:**

- **Head of Pupil Support**

### **Key Tasks:**

#### **Core Purpose**

- To support and assist in the implementation and evaluation of policies on teaching and learning, pupil assessment and progress, pupil mentoring, pupil welfare, attendance and anti-bullying in order to support pupils' achievement and general well being in school.
- To support the pupil mentoring system to monitor effectively pupil's welfare and progress.
- To lead aspects of the school Pastoral Support Programme (PSP)
- All staff have a responsibility to keep pupils safe and to protect them from abuse, neglect and safeguarding concerns.

### **Teaching and Learning**

- To monitor pupil response and welfare in order to support the highest quality of teaching and learning.
- To ensure the maintenance of pupil records in order to identify both positive achievement and areas for development, and so facilitate target setting for learning by appropriate colleagues.
- To encourage and facilitate pupils' support for and involvement in the school's enrichment and extra-curricular programmes as a means of engagement in the education process for key pupils.
- To co-ordinate target setting for future improvement of attitude and behaviour, offering praise, encouragement and reward as appropriate through the PSP process.
- To support teaching staff in minimising disruptions to teaching and learning, providing an on-call service where necessary and negotiating "time-out" or temporary alternative provision for pupils where necessary.

### **Team Working**

- To support the development of the school's Pupil Mentoring Policy.

### **Awareness of Financial and Physical Resources**

- To support the maintenance of financial and physical resources relevant to pupil welfare and behaviour and in any other area as directed by the Headteacher.

### **Evaluation and Quality**

- To assist in the evaluation of school policies relating to pupil achievement, progress, welfare and well being.
- To support and participate in the support staff appraisal process
- To support the evaluation of the pupil mentoring system, suggesting amendments to the Assistant Headteacher as necessary.

### **Administration**

- To contribute to the efficiency of the school through effective administration and communication at all levels, both within the school and with other relevant agencies.
- To support the arrangements for all communications with parents regarding pupil response and attitude to learning
- To co-ordinate the arrangements for multi-agency meetings dealing with pupil attitude or wellbeing.
- To hold regular meetings with key personnel to ensure that information circulates and administrative procedures are supported.
- Support and implement the aims of the school through participation in relevant events and functions.

Saint Cecilia's Church of England School  
Sutherland Grove, London SW18 5JR  
info@saintcecilias.london  
020 8780 1244  
www.saintcecilias.london