



**JOB DESCRIPTION**

<b>JOB TITLE</b>	PASTORAL SUPPORT WORKER
<b>DEPARTMENT/ SECTION</b>	St Francis and St Clare Catholic Multi Academy Company – Our Lady and St Chad Catholic Academy
<b>RESPONSIBLE FOR WHICH OTHER POSTS</b>	None
<b>RESPONSIBLE TO</b>	Head of School Team

**Organisation Chart**

Vice Principal

**Responsible for:** \_\_\_\_\_

Head of School Team

Pastoral Support Worker

...ct action on pastoral issues, responsibility for pastoral care. It is their responsibility to address incidents as they arise, follow up issues referred to them and support the school team with various aspects of their role including liaising with outside

Principal and the Leadership Team, other Inclusion Leaders and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents/carers.

**Post Purpose:**

- To provide high quality care for all pupils
- To support and guide all pupils in their personal development
- To help reduce the social and emotional barriers to learning for vulnerable pupils
- To ensure high standards of behaviour across all assigned year groups
- To play a full role in the management of behaviour in the school
- To supervise whole school sanctions such as detention and isolation as part of pastoral duties
- To act as a mentor for targeted pupils and monitor their behaviour
- To investigate incidents of poor pupil behaviour as they arise or as directed

- To keep up-to-date records of pupil behaviour, actions taken and parental meetings using the school's information management systems
- To contact and meet with parents where appropriate
- To support the school team in organising, managing, supervising and evaluating pastoral events during the course of the academic year
- To work with the school team to identify appropriate support for targeted, vulnerable and at risk pupils
- To work with outside agencies to organise the most appropriate provision for targeted, vulnerable and at risk pupils
- To provide administrative support to the school team including producing reports on individual pupils and groups of pupils
- To act as a qualified person for the administration of first aid for the Academy

### **Operational Details:**

- To provide support and advice to pupils in line with promoting their academic achievement, social care and personal development
- To encourage positive attitudes to learning and behaviour in and around school
- To be on-call and be available to respond as needed throughout the day
- To collect and collate statements relating to incidents, following up directly when appropriate
- To liaise with individual teachers and departments in relation to the behaviour and progress of individuals and groups of students
- To liaise with the welfare team, the inclusion team and SENCO as necessary for individual students
- To record incidents using the school's information systems and keep records of incidents dealt with – e.g. bullying, racial incident files
- To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children
- To contribute to the review and evaluation of school intervention strategies in consultation with the SENCO to maintain high standards of behaviour
- To carry out such other duties and responsibilities as may be agreed with the Principal from time to time

### **School Ethos:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- To support the school in meeting its legal requirements
- To promote actively the school's corporate policies
- To comply with the schools health and safety policy and undertake risk assessments as appropriate
- To be a leading professional in every way, and provide a role model in terms of effectiveness and standards.

**In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline.**

Signed:

Date:

<b>PERSON SPECIFICATION -Essential Criteria</b>	<b>Desirable</b>	<b>Measure by</b>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Level 2 qualifications in English and Maths at Grade C or equivalent</li></ul>		AF

<ul style="list-style-type: none"> <li>• Willingness and ability to obtain and/or enhance qualifications and training for development in the post</li> </ul>		
<p style="text-align: center;"><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience and knowledge of issues affecting students and young people and how to offer supportive assistance</li> <li>• Knowledge of other agencies able to support students and specific vulnerabilities and how to access this support</li> <li>• Relevant experience in youth work or similar work/voluntary experience with young people</li> <li>• Management of groups or equivalent skill set</li> </ul>	<ul style="list-style-type: none"> <li>• Working within a school environment</li> <li>• Experience of the Common Assessment Framework or Early Help Assessments and its use to support families and students</li> </ul>	AF
<p style="text-align: center;"><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent communication and listening skills</li> <li>• Ability to respect and maintain confidentiality</li> <li>• Working knowledge of standard computer package (word processing, email and spreadsheets)</li> <li>• Good time management and organisation skills</li> <li>• Ability to work with students and have a real interest in the issues faced by this age group</li> </ul>		AF/I
<p style="text-align: center;"><b>Other</b></p> <ul style="list-style-type: none"> <li>• Satisfactory Enhanced DBS Disclosure</li> <li>• Assessed and advised by Occupational Health</li> <li>• Knowledge, skills and experience requirements for the post</li> </ul>		AF/I

AF - Application form I – Interview