



JOB DESCRIPTION
Pastoral Support Worker

Name of Post Holder:

Working Time: 8 am to 4.30 pm daily (36.5 hours a week) Term time only.

Salary/Grade: (Scale 5: 22 – 25 pro rata term time only)

Reporting to: Pastoral Manager

Responsible for: Providing support for the Behaviour Inclusion Team, taking prompt, direct action on pastoral issues, liaising with Heads of Years and the Assistant Headteacher with responsibility for pastoral care. It is their responsibility to address incidents as they arise, follow up issues referred to them by the Behaviour Inclusion Staff and support the Behaviour Inclusion Staff with various aspects of their role including liaising with outside agencies etc

Liaising with: Headteacher 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 Behaviour Inclusion Team in organising, managing, supervising and evaluating pastoral events during the course of the academic year
- To work with the Learning Team and the Behaviour Inclusion 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 Guidance Team, including producing reports on individual pupils and groups of pupils

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 Pupil and Family 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 Guidance Team and SENCO to maintain high standards of behaviour
- To carry out such other duties and responsibilities as may be agreed with the Headteacher from time to time

School Ethos:

- To play a full part in the life of the school community, to support its distinctive V2020 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 school's 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

Signatures:

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed

Signed.....

Date.....
(Member of Staff)

Date.....
(Headteacher)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

