



Striving Forward Together

Job Description

PASTORAL SUPPORT WORKER

Purpose

1. To monitor and support students internally isolated
2. To support Heads of Year/Heads of Key Stage in investigating and following up on pastoral incidents
3. To support students with reintegration and restoration
4. To support Heads of Year/Heads of Key Stage with the monitoring of and interventions for attendance
5. To support Heads of Year/Heads of Key Stage with the investigation of and interventions for safeguarding incidents

Ethos

1. To create a positive relationship with students, parents and staff
2. To develop a sense of community which reflects the school's values
3. To work professionally as a team with Heads of Year/Heads of Key Stage and senior staff
4. Proactively develop and maintain good order in the school
5. To foster a positive environment in the isolation room, in line with its purpose as a quiet reflection space

Key Duties

1. To staff the isolation space when needed and coordinate collecting and passing on work for those isolated
2. To be on call to exit students from lessons
3. To take statements from students, collate information and record outcomes
4. To liaise with parents and carers where necessary, with regards to behaviour and attendance.
5. To support Heads of Year/Heads of Key Stage in the process of reintegrating and rehabilitating students who have been isolated or excluded, or who have poor attendance.
6. To support Heads of Year/Heads of Key Stage in collecting and collating information regarding students for pastoral and safeguarding issues, particularly vulnerable students.
7. To be aware of, and act in accordance with, student's SEN profiles to ensure a positive environment where they will be successful
8. To support the monitoring and follow up on poor attendance and punctuality, particularly for vulnerable students

Other Key Duties:

1. To accompany teaching staff and students on trips and out of school activities as required and take responsibility for student groups.
2. To attend and participate in relevant meetings as required.
3. To undertake professional development when relevant.
4. Undertake exam invigilation if needed.

Additional Duties:

To carry out additional duties, as the Head Teacher may reasonably request

1. To be responsible for promoting and safeguarding the welfare of students you have responsibility for and for those whom you come into contact with.
2. To comply with the school's Health & Safety Policy and to undertake risk assessments as appropriate
3. To work within the school's Equality and Diversity Policy
4. To ensure that the spirit of the school equal opportunities policy is implemented

Person Specification: Pastoral Support Worker

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level 2 Diploma (or equivalent)
EXPERIENCE	<ul style="list-style-type: none">• Successful recent experience of working with children of relevant age
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to build positive relationships with students, particularly those who have SEN, safeguarding or pastoral needs• Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment• Ability to de-escalate situations both with staff and students• Ability to work calmly under pressure• Ability to adapt quickly and effectively to changing situations• Ability to understand and use data effectively to report on behaviour and achievement incidents• Ability to model positive behaviour to students, in line with the behaviour policy and expectations of the isolation space• Ability to use attendance data to track and intervene with students
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of de-escalation procedures to support with behaviour management• Knowledge of how to support students with SEN• Knowledge of restorative practice with regards to behaviour management in schools• Knowledge of procedures for supervising pre-prepared learning activities and providing feedback• Knowledge of behaviour management in schools• Knowledge and compliance with policies and procedures relevant to child protection and health and safety• Knowledge of how to use Excel effectively to report incidents and achievement to relevant staff members

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.