Job Description

Job Title: Pastoral Support Worker

Responsible for: None

Reporting to: Executive Leadership Team

Salary Grade: C2 points 12 – 25

                    Elaine Primary School
Primary location:

Purpose
To provide support and guidance to children and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve their potential. Carry a case load and offer timetabled support to individual and groups of pupils.

Principal Duties and Responsibilities:
- To work with other members of the Inclusion Team to provide a consistent approach across school

- To develop and maintain effective and supportive mentoring relationships with children and those engaged with them

- To provide a complementary service throughout the school that enhances existing provision in order to support learning, participation and encourage social inclusion

- To assist staff in identifying pupils showing early signs of disengagement and those who would benefit from intervention to overcome barriers to learning

- Support learning and personal development through one to one and group mentoring

- To plan individual and group mentoring programs which provide a range of strategies that will motivate, challenge and empower further learning and will help children to make positive changes

- To work within a framework set by the teacher, plan and deliver whole class pastoral sessions arising from incidents occurring both inside and outside of school

- To maintain accurate record of incidents for individual children

- Support children to make transitions in their lives

- Respond to the needs of children who have experienced trauma and/or in crisis following the school policy and recording systems

- To develop additional and alternative interventions and activities that support
- desired outcomes, build self-esteem and encourage learning and social interaction

- To liaise closely with all staff in school to ensure they understand and support the strategies being used by the pastoral support worker to develop pupil's skills for engaging in learning and positive behaviours

- To contribute and follow safeguarding and child protection procedures of the school's policy

- To support disagreements amongst children through the use of restorative approach strategies

- Support vulnerable children during break times and lunch times engaging them in play and building social skills through positive play

- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid

- To assist individual pupils on educational trips

- To operate within agreed legal, ethical and professional boundaries when working with children and those involved with them

- Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development

- To attend training and professional development sessions

- Maintain confidential information in line with the policies and procedures of the school

- Complete administrative duties relevant to the role, including planning, record keeping and reports

- To evaluate pupils' progress through a range of assessment activities

- To maintain and analyse records of pupils' progress

- To assist in managing pupil data by gathering information, inputting pupil data and considering the results

- Undertake other duties, appropriate to the post, as may be required from time to time

- To work within and encourage the schools Equal Opportunities Policy

- Comply with school Health and safety policy, maintain personal security and safety, and be alert to the security of others

- To attend team meetings

- To support the schools' safer handling policies and procedures

- To support the implementation of the schools behaviour policy, including on internal exclusions

- To offer mentoring, support and guidance to other learning support staff; contributing to the delivery of training as required

- Any other duties as commensurate within the grade in order to ensure the smooth running of the school