

## PASTORAL SUPPORT WORKER JOB DESCRIPTION

### *Striving Forward Together*

<b>Post</b>	Pastoral Support Worker
<b>Grade</b>	KR5
<b>Responsible to</b>	AHT KS4
<b>Responsible for</b>	As explained on job description
<b>Working hours</b>	8.30 am – 4.30 pm, 37 hours per week, Term Time only + SDDs

Everyone at Borden Grammar School works to fulfil our **School Plan**.

### **Job Description**

### **PASTORAL SUPPORT WORKER**

#### **Purpose**

1. To monitor and support students internally isolated
2. To support heads of year in investigating and following up on pastoral incidents
3. To support students with reintegration and restoration
4. To staff and support our after-school support program (initially only for year 11)
5. To supervise cover lessons when available and needed

#### **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 and senior staff
4. Proactively to help develop and maintain good order in the school

#### **Key Duties (the first 6 take priority)**

1. To staff the isolation space when needed and coordinate collecting and passing on work for those isolated
2. To be on call to help exit students from lessons
3. To take statements from students, collate information and record outcomes
4. To liaise with parents and carers where necessary
5. To support Heads of Year in the process of reintegrating and rehabilitating students who have been isolated or excluded
6. To supervise an after school support session for year 11 students with work provided by subject areas
7. To support heads of year in collecting and collating information regarding students, particularly vulnerable students
8. To support the monitoring and follow up on poor attendance and punctuality, particularly for vulnerable students
9. To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep pupils on task

#### **Other Key Duties:**

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

**Additional Duties:**

14. To carry out additional duties, as the Head Teacher may reasonably request from time to time.
15. To be responsible for promoting and safeguarding the welfare of students you have responsibility for and for those whom you come into contact with.
16. To comply with the school's Health & safety Policy and to undertake risk assessments as appropriate.
17. To work within the school's Equality and Diversity Policy.
18. To ensure that the spirit of the school equal opportunities policy is implemented.

**Person Specification: Pastoral Support Worker**

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 2 Diploma (or equivalent).</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful recent experience of working with children of relevant age.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to build relationships with difficult students</li> <li>• Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li> <li>• Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing situations.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of procedures for supervising pre-prepared learning activities, providing feedback.</li> <li>• Knowledge of behaviour management.</li> <li>• Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li> </ul>

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.