



***Rebuilding Confidence. Restoring Futures.***

Job Description

## **Pastoral Support Worker**

At The Sage School, pastoral support is at the heart of everything we do.

Our pupils are often bright, capable young people whose education has been disrupted by anxiety, emotionally based school avoidance (EBSA), autism, ADHD and other SEND needs. Many have lost confidence in themselves or in school environments and require trusted adults who can help them feel safe, understood and successful again.

As a Pastoral Support Worker, you will have the opportunity to build meaningful relationships, provide emotional support and help pupils overcome barriers that may be preventing them from fully engaging with education.

This role is ideal for someone who believes that relationships matter, understands that progress often starts with trust, and wants to make a genuine difference to the lives of young people.

### **Job Purpose**

To provide high-quality pastoral, emotional and wellbeing support for pupils attending The Sage School.

The Pastoral Support Worker will help create a nurturing and inclusive environment where pupils feel a strong sense of belonging, develop confidence in themselves and their abilities, and experience growth both personally and academically.

Working closely with teaching staff, families and external professionals, the postholder will support pupils to overcome barriers to education, improve engagement and attendance, and achieve positive outcomes.

### **About Our Pupils**

The Sage School supports pupils with Special Educational Needs and Disabilities (SEND), including autism, ADHD, anxiety-related needs, emotionally based school avoidance (EBSA), sensory differences and associated social, emotional and mental health needs.

Many pupils have experienced disrupted educational journeys and benefit from consistent relationships, personalised support and an environment where they feel safe, understood and valued.

Our pupils often respond positively to patient encouragement, predictable routines and adults who genuinely believe in their potential.

## **Key Responsibilities**

### ***Pastoral Support and Wellbeing***

- Build positive, trusting and respectful relationships with pupils.
- Act as a key adult for identified pupils, providing consistent support and encouragement.
- Support pupils' emotional wellbeing and personal development throughout the school day.
- Provide targeted 1:1 and small-group pastoral interventions that address identified SEMH needs and barriers to learning as stipulated on pupils' EHCPs.
- Act as a key adult for identified pupils, providing consistent support and advocacy.
- Support pupils to re-engage with education following absence or challenging circumstances.
- Support pupils to develop respect, resilience, independence, and self-confidence, contributing to and delivering some of the school's personal development, physical and mental health, and arts and crafts curriculum.
- Contribute to improving attendance, punctuality, and engagement, recognising their impact on pupil outcomes.
- Help pupils identify, understand and manage feelings of anxiety, stress or worry.
- Promote positive self-esteem, resilience and confidence.
- Encourage pupils to develop independence and self-advocacy skills.
- Support pupils during periods of transition, change or challenge.

### ***Supporting Engagement and Learning***

- Work alongside teaching staff to remove barriers to learning.
- Support pupils to engage positively in lessons and school activities.
- Provide individual or small-group interventions focused on wellbeing, confidence and social development.
- Assist pupils in developing positive routines and organisational skills.
- Promote positive attendance and engagement with education.
- Encourage participation in enrichment activities and wider school life.

### ***Family and Multi-Agency Working***

- Develop positive working relationships with parents and carers.
- Support effective communication between school and home.
- Contribute to meetings with families and external professionals as required.
- Liaise with external agencies to support pupil outcomes where appropriate.
- Contribute to the implementation of support plans and agreed interventions.

### ***Record Keeping and Monitoring***

- Maintain accurate and timely records of pastoral support and interventions.
- Monitor and report on pupil wellbeing, attendance and engagement.
- Contribute to reports, reviews and meetings regarding pupil progress.
- Share relevant information appropriately with colleagues and safeguarding leads.

### ***School Community***

- Support a positive, inclusive and welcoming school culture.
- Assist with breaktimes, enrichment activities, educational visits and school events.
- Promote the school's values of Belonging, Confidence and Growth in all interactions.
- Act as a positive role model for pupils and colleagues.

## **Safeguarding Responsibilities**

The Sage School is committed to safeguarding and promoting the welfare of children and young people.

All staff are expected to:

- Safeguard and promote the welfare of all pupils.
- Follow safeguarding and child protection procedures at all times.
- Report concerns immediately in line with school policy.
- Participate in safeguarding training and updates.
- Promote a culture of vigilance, care and professional curiosity.

## **Qualifications and Experience**

- GCSE grade C/4 or above (or equivalent) in English and Mathematics
- Experience working with young people.
- Experience of delivering 1:1 and/or small group interventions linked to personal development, physical and mental health, and/or arts and crafts.
- Experience building positive relationships with young people and families.
- Experience supporting emotional wellbeing and personal development.
- Experience working as part of a multidisciplinary team.
- Understanding of the challenges some young people face in accessing education.
- Understanding of SEND and inclusive practice.
- Understanding of the importance of emotional wellbeing in supporting learning.
- Knowledge of safeguarding responsibilities within education or youth settings.
- Excellent interpersonal and communication skills.
- Ability to build trust and rapport with young people.
- Calm, patient and empathetic approach.
- Strong organisational and record-keeping skills.
- Ability to maintain professional boundaries.
- Resilient, reflective and solution-focused.
- Commitment to the values of Belonging, Confidence and Growth.
- Enthusiasm, motivation and ability to adapt to varying duties throughout the day.

## **Desirable**

- Experience working in a specialist school, SEND setting or alternative provision.
- Knowledge of autism, ADHD and emotionally based school avoidance (EBSA).
- Experience supporting pupils experiencing anxiety-related barriers to education.
- Training in mental health, emotional wellbeing or youth support.
- Knowledge of trauma-informed or relational approaches.
- Relevant qualification or training in youth work, psychology, counselling skills, or education.
- Experience contributing to EHCP reviews and multi-agency planning.
- Creative and practical skills.