

## JOB DESCRIPTION: PASTORAL WORKER

Job title:	<b>Pastoral Worker</b>
Responsible to:	Principal
Core purpose of the role:	This role involves working closely with children, families, and staff to provide emotional, practical, and safeguarding support. You will play a key role in ensuring the welfare and safety of all pupils, as well as promoting strong relationships between the school and families to support the overall well-being of the students. You will be committed to the emotional and social development of children.

### TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

### KEY RESPONSIBILITIES

#### **Safeguarding & Welfare:**

- Act as a Designated Safeguarding Lead (DSL), supporting the DSL in all aspects of safeguarding within the school, including making referrals.
- May attend meetings to support families.
- To take minutes of these meetings, check in with children and complete relevant paperwork.
- Work with the DSL to manage safeguarding concerns, ensuring that all safeguarding issues are logged, investigated, and reported in line with school policy and statutory requirements.
- To be part of our Attendance team: to work and support families to improve their child's attendance and to discuss concerns with them in line with our policy.
- Take appropriate action where there are concerns regarding the welfare or safety of a child, ensuring timely referrals to external agencies when necessary.
- Maintain accurate and confidential records related to safeguarding cases.
- Provide regular updates to the DSLs and senior leadership team on safeguarding matters, including tracking progress and outcomes, through weekly safeguarding meeting.

- To be able to manage an overview of the number of referrals made to each service for our records.

**Support for Families:**

- Provide direct support to families in a time-effective manner, offering advice, guidance, and practical help to overcome challenges that may affect children’s learning and well-being.
- Build strong, trusting relationships with parents and carers, as a school representative, signposting them to appropriate support in areas such as parenting, family difficulties and accessing external services.
- Assist class teachers in the creation and implementation of individual support plans for vulnerable (in terms of child protection and disadvantaged) children and their families, ensuring they are effectively communicated and followed up.

**Emotional and Social Support for Pupils:**

- Work with children to provide early intervention support for those experiencing emotional, social, or behavioural difficulties, through planned interventions (e.g. Drawing & Talking).
- Support pupils to improve their attendance, well-being, and engagement with learning through one-to-one or small group interventions.
- Liaise with teachers and other school staff to monitor pupils’ attendance, progress and welfare, offering strategies and interventions where needed.

**Record Keeping and Reporting:**

- Maintain accurate and up to date records of safeguarding cases on CPOMS, meetings with families, and any interventions provided.
- Ensure that all confidential information is stored securely and handled in accordance with data protection laws and school policies.
- Regularly report on safeguarding matters to the Designated Safeguarding Lead, senior leadership, and governors.

## HEALTH & SAFETY

To be aware of and comply with the Trust’s health and safety policies.

## SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that



additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

## DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### Notes:

- This document does not form part of the contract of employment
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises
- This role requires a combination of standing, sitting or walking
- Requirement for standing for long periods and/or working in awkward positions eg: sitting on low chairs
- The job may involve lifting children, for example after falls or accidents

## PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
Relevant qualifications or experience in working with children, families, and safeguarding (e.g., in social work, family support, or related fields).	<b>E</b>
Knowledge of safeguarding policies and procedures, including relevant legislation (e.g., Keeping Children Safe in Education).	<b>E</b>
Experience of working in a school or similar setting with a focus on supporting vulnerable children and families.	<b>D</b>
Strong interpersonal skills with the ability to build positive relationships with children, parents, and external agencies.	<b>E</b>
Excellent communication and organisational skills, with the ability to manage multiple priorities.	<b>E</b>
A non-judgmental, empathetic approach and the ability to handle sensitive situations with discretion and professionalism.	<b>E</b>
Excellent communications skills both written and verbal	<b>E</b>
Active listening skills	<b>E</b>

Name:

Signed:

Date: