

Pastoral Care Worker

Grade 4

Job Description

The purpose of the role

Pastoral Care Workers work under the guidance of senior staff within an agreed system of supervision, working flexibly across the College in response to the needs of students. As part of a specialist team, Pastoral Care Workers play an important role in helping to create a stimulating, safe and structured environment for students with complex needs. In particular, Pastoral Care Workers provide an on-call service for students at times of crisis, proactively supporting students in their self-regulation to enable them to settle and learn. When students are regulated, Pastoral Care Workers support students' long-term development through the planning and delivery of interventions, coaching conversations and therapeutic activities or by providing general support in the classroom under the guidance of a teacher.

Key Areas

Pupil Welfare

- Establish positive, productive working relationships with students, acting as a role model and promoting restorative practice
- Work within teams to provide a relational approach to behaviour support for our students
- Support students with consistent, unconditional positive regard, identifying and responding to their individual needs
- Contribute to the timetable of lunchtime activities for our students to ensure activities are available that meet the needs of our students
- Use judgement and creativity to plan and deliver interventions according to the needs of students and small student groups
- Develop a deep and wide ranging understanding of the reasons behind different behaviours
- Contribute towards a robust and positive culture of safeguarding for our college community
- Use specialist SEN and behaviour strategies, including TeamTeach, to support self-regulation and de-escalation in accordance with school policies to effectively support students at times of crisis
- Work with the Pastoral Manager and SENCO to establish a thorough package of transition support to students that are joining college
- Attend to students' personal needs including social, health, physical, hygiene, first aid and welfare matters
- Assist with the development and implementation of relevant education, behaviour, health and support plans
- Implement planned interventions for both individuals and groups
- Supporting with external meetings relating to our students
- Support students with their mental health, wellbeing and resilience through a range of different strategies and workshops
- Liaison with different agencies to ensure appropriate and continuous support for students
- Contribute to the development of Personal Intervention Plans

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment that meets the individual needs of our students
- Provide in-class support when necessary

- Work with the teacher and other staff to plan lessons and create resources that enable all students to access the curriculum
- Assist in the development and implementation of appropriate engagement and behaviour strategies and work to empower staff to implement strategies in their own classroom
- Provide data and feedback and contribute to reports on individual students and student groups
- Liaise sensitively and effectively with parents and carers as agreed with the teacher and in line with school policies
- Provide general administrative support including, for example, the monitoring and recording of behavioural incidents
- Liaise sensitively and effectively with parents and carers

Support for the Curriculum

- Plan and deliver agreed programmes and activities according to the needs of students
- Develop resources to support the delivery of activities and interventions
- Support the use of ICT and develop students' competence and independence in its use
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the College

- To take responsibility of day-to-day overview of attendance
- Contribute to the overall ethos, work and aims of the school
- Establish constructive relationships and communicate with other professionals to support the progress of students
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Assist in the training and development of staff as appropriate
- Supervise students on visits, trips and out of school activities as required
- Supervise students at lunch and break times as required
- Be responsible for maintaining and updating records, information and data in line with school policies, contributing to reviews and producing analysis and reports as required
- Work with Wellspring academy staff and Positive Regard clients to promote inclusive practice.

Responsible to: Pastoral Manager

Employee Supervision: None

Knowledge, experience and skills:	E/D
E = Essential D = Desirable	
Experience 1. Extensive work experience within an appropriate setting, including working with vulnerable children and their families. 2. Experience of leadership and management of staff. 3. Experience of dealing with pastoral and welfare issues. 4. Experience and knowledge of Team Teach or willingness to undertake training in this area. Knowledge 5. Knowledge of child development, attachment difficulties and SEN conditions, in particular ASD, ADHD and ODD. 6. Knowledge and experience of working with a wide range of support agencies and services and the ability to develop and sustain arrangements for joint working. 7. Knowledge of the Education Healthcare Plan and Common Assessment Framework and ability to supervise staff using the framework. 8. Full working knowledge of relevant safeguarding, child protection, equality and health and safety policies, codes of practice and legislation. Skills 9. Ability to organise, lead and motivate staff 10. Ability to work collaboratively with the team and partners to ensure a broad approach to planning and improving service delivery 11. Ability to identify appropriate actions and interventions 12. Ability to manage resources within a set budget 13. Effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested 14. Ability to maintain high levels of professional integrity and confidentiality 15. Ability to develop and implement programmes that improve the outcomes for children 16. Effective use of IT for monitoring and recording Qualifications 17. GCSE English/Maths grade A to C or equivalent. 18. National Professional Qualification in relation to the welfare of children and young people. 19. Degree or relevant higher education or advanced vocational qualification equivalent or able to demonstrate ability to work at this level 20. Leadership qualification. 21. Commitment to all CPD offered.	E E E E E E E E E E E E E E E D E E D E D E
Behaviours and expectations All staff members are expected to adhere to and promote professional standards including the Trust and Academy's code of conduct and values.	

General

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team and develop and promote high standards of professional conduct throughout the Academy and the wider Trust community.

You will be expected to carry out your duties in line with the Academy's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services.

You will be expected to travel throughout the borough and wider area and will, therefore, have access to a vehicle with appropriate Business Insurance. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, Academy and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

September 25