

Pastoral Support Worker – Job Description

Job purpose

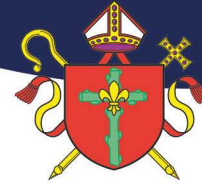
The post holder will be accountable to the Achievement Leaders and Assistant Headteacher (Behaviour & Attitudes). You will carry out a range of duties designed to enhance existing provisions, support learning, increase participation and encourage social inclusion.

Pastoral/Behaviour Support

1. Provide support for Achievement Leaders in pastoral areas including students on report, punctuality and attendance, absenteeism and truancy, student induction and integration, coaching and mentoring.
2. Provide support for Achievement Leaders in student behaviour internally and externally throughout the school day, monitoring uniforms, lesson punctuality, isolated or excluded student's behaviour, work completion and re-admission.
3. Promote positive relations and ensure excellent communication across the school community and with external agencies.
4. Provide on call cover, as part of a team, during lesson time and registration
5. Liaise with the AHT (Behaviour & Attitudes) & Pastoral Leads to identify those students in need of targeted support/intervention and be involved in appropriate monitoring.
6. Meet students following referrals related to behaviour, bullying, student concerns or other incidents and to carry out appropriate follow up actions.
7. When dealing with incidents of a serious nature refer and prepare reports/investigations for Achievement Leaders
8. To complete referrals to external agencies under the guidance of Achievement Leaders.
9. Liaise and respond to parents/carers, Achievement Leaders, teaching staff and students regarding pastoral concerns, attendance and special events.

Administrative roles

1. Provide administration and clerical support to Achievement Leaders including maintaining and updating reports, data, records of interventions, notice boards and filing.
2. Ensure good communication with parents/carers, members of school staff and outside agencies.
3. Organise work for absent students where appropriate.
4. Support the organisation of all Key Stage 3/4 events, including Parents' Evening
5. Promote and support Educational Trips and Visits
6. Work together with Achievement Leaders to organise and support key events with a particular year group as appropriate, including transition, primary liaison, visits with feeder primary schools, Option Choices, Work Experience and Review Days
7. Organise and run the detention rooms and support the Damascus Centre and Independent Study Room.
8. Maintain confidential file system and log all interventions on Arbor, liaising with the Designated Safeguarding Lead on safeguarding issues.



Other Responsibilities

1. Attend relevant training and take responsibility for own development.
2. Attend relevant school meetings as required.
3. To respect confidentiality at all times.
4. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
5. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms in liaison with unions.
6. To undertake tasks and projects using personal and professional initiative within the parameters of the school's ethos, policies and procedures
7. To respond proactively to other initiatives as directed by the Headteacher

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

	ESSENTIAL	DESIRABLE
Occupational Skills	<ul style="list-style-type: none"> • Good listening skills • Excellent interpersonal communication skills, including influencing skills • Good time management and self-organisation • Literacy, Numeracy and IT Skills. • Confidentiality • Ability to exercise discretion and judgement • Ability to adapt activities to suit the needs of the pupils • Problem solving skills • Ability to keep accurate records • Ability to work successfully as part of a team and to work on own initiative. 	<ul style="list-style-type: none"> • Ability to analyse the reasons for behavioural problems of the pupils to ascertain the needs of the pupils and formulate an action plan
Knowledge	<ul style="list-style-type: none"> • An understanding of the school curriculum and the needs of learners • Knowledge of the potential barriers to learning • Knowledge of Behaviour Management techniques and behaviour intervention strategies 	<ul style="list-style-type: none"> • Good understanding of child/young people's development and learning processes • Understanding of classroom roles and responsibilities • Knowledge of child protection legislation and procedures • Knowledge of school procedures. • Knowledge of support services available to signpost students and families to • An understanding of the transitions in a young person's life and the effect they can have on them
Experience	<ul style="list-style-type: none"> • Managing student behaviour • Administrative experience. • Experience of working with children and young people and their parents/carers. 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with children and young people who have behavioural difficulties • Experience of implementing behavioural policies • Experience of working with SIMS or a similar data management system



<p>Qualifications</p>	<ul style="list-style-type: none"> • Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills 	<ul style="list-style-type: none"> • Appropriate first aid training
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Commitment to the school's policies and ethos • Commitment to Continuing Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and attitudes, using authority and discipline where appropriate. • Flexibility • Ability to use authority and implement behaviour management techniques where appropriate 	