



Job Description: Social Worker / 6th Form Student Pastoral Support Worker

Responsible to:

- Head of Sixth Form
- DSL

Purpose:

To lead on personal development in the Sixth Form including delivering Chiswick School's Sixth Form vision of ensuring outstanding provision of enrichment, wellbeing, and careers education.

Key Responsibilities:

These responsibilities will include, but are not limited to, the following duties which may be modified by the Head Teacher or Head of Sixth Form, with agreement, to reflect or anticipate changes in the requirements of the school.

1. To act as the Deputy Designated Safeguarding Lead and principle safeguarding contact for the students in the Sixth Form.
2. To support students on an individual basis in relation to their safeguarding and wellbeing needs.
3. To liaise with all stakeholders to ensure that the needs of students and their families are met to the highest standard.
4. To lead and manage the student leadership team including the 'Student Cabinet'.
5. To manage and monitor a caseload of key students as set out in a weekly strategy meeting with the DSL.
6. To act as a liaison between the home, school and community providers to access, mobilize and coordinate services.
7. To provide support for students through working with external agencies.
8. To provide crisis intervention services as needed.
9. To work collaboratively with the Sixth Form team to ensure students receive state of the art safeguarding support.
10. To contribute to monitoring and implementing whole-school priorities as required.

Additional Responsibilities

- To provide guidance and support for staff in implementing a strong pastoral support structure.
- Develop the Personal Development curriculum to continue to ensure students have an age-appropriate understanding of healthy relationships and their role as global citizens.
- Lead and organise Student Cabinet to further establish Student Voice and identify opportunities for students to have a greater impact on the development of the school;
- Support students in their transition into the Sixth form.
- Support the wellbeing of students on an individual basis in areas such as academic struggles, mental health, behaviour and attendance challenges.
- Use CPOMS to log and monitor safeguarding concerns.
- Act as the primary contact person for sixth formers by liaising with school's Designated Safeguarding Lead.
- Represent students at Core Group Meetings.
- Maintain dialogue with social workers, facilitate safeguarding cases follow-up actions such as meeting with students, contacting and supporting the families, home visits and contributing to the submission of Multi Agency Referral Form (MARF) for Early Help or Child Protection and Multi Agency Safeguarding Hub (MASH).
- Working closely with social workers and other stakeholders in relations to meeting the needs of students and families involved in safeguarding cases.
- Accurately record, report and follow-up with safeguarding cases in alignment with the school and local authority

safeguarding policies.

- Support students on an individual basis during personal difficulties such as underperforming in academic courses, bereavement, friendship breakdown and difficult adult relationships.
- Refer and signpost students to access support services external to and within the school such as counselling, mental health support or academic tutoring.
- Provide students with foundation careers advice, along with advising students on how to access specialist guidance; to enable them to make informed choices about post-18 education options.
- Hold mentoring sessions to develop academic skills such as time management, resilience strategies, independent learning, revision techniques and research skills through individual and group activities.
- Track, analyse and report the impact of mentoring interventions and report same to Head of Sixth Form and the Raising Standard Leaders.
- Set data-informed goals for the promotion of students' wellbeing and academic improvement and the overall development of the job role.
- Attend key Sixth Form events such as student progress meetings, parents' evenings, Advice and Guidance Evening for year 11, Sixth Form Open Day and Summer Results Days.
- Liaise with teaching staff, Sixth Form leadership team, SENCO, exam officer and parents on students' wellbeing and academic issues (by organizing meetings (online & face-to-face, sending and responding to emails and phone calls).
- Follow-up on concerns raised by teachers requiring additional support for students in specific areas and responding in a timely manner.
- Organise and host activities for 6th formers delivered by external organisations.
- Promote and facilitate students being able to access bursaries, grants and scholarships and attend school trips.
- Support 6th formers with SEND and from disadvantaged backgrounds and liaise with other school departments in these specialized areas of needs.
- Nurture good relationships with students by establishing a positive, professional, and proactive presence within the Sixth Form and with the wider school community.

Pastoral Care and Safeguarding:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Work with the Designated Safeguarding Lead (DSL) to maintain Chiswick School's safeguarding policies, principles, and procedures.
- Assist with the utilisation of the Bursary Scheme to ensure that any disadvantaged students have the appropriate support throughout their post-16 education at Chiswick School.
- Promote excellent behaviour in the Sixth Form and intervene as appropriate if standards fall short of expectations.
- Maintain effective discipline through the implementation of Chiswick School's agreed policies to maintain positive behaviour amongst the students and safeguard their health and safety; both when they are on the school premises and when they are engaged in authorised school activities elsewhere.
- Support and always implement health and safety policies and procedures of the school.
- Monitor the use of cars and motorcycles by Sixth Form students and promote safe driving to and from school.

Professional Development:

- Attend training and meetings as necessary to remain fully informed about post-16 developments and share information as appropriate to relevant staff.
- Nurture, grow and develop colleagues throughout the school to ensure that the quality of education to all students at Chiswick School is outstanding.

Administration:

- To assist the Head of Sixth Form in administrative tasks when required.
- Support the Examination Officer and Data Officer in the conducting of examinations.
- Support administration of pastoral data.

Confidentiality:

- During your employment you may see, hear, or have access to, information on matters of a confidential nature relating to the work of Chiswick School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection:

- During your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR.

Safeguarding Children:

- In accordance with Chiswick School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.
- You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. **Employment is subject to receipt of satisfactory references, Enhanced DBS clearance, and an Internet Search Check along with other relevant employment checks.** Your role always requires you to observe and maintain appropriate professional boundaries and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and always dispatch your duty of care appropriately.
- You will always be expected to present a consistently positive image of Chiswick School and uphold public trust and confidence.

Freedom of Information:

- The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with Chiswick School's policies and procedures.



~ Ambitious and Proud ~