



Job Profile

Post: Pastoral Worker

Reports to: AHT

Location: Arundel Court Primary Academy but required to work at any academy where business is conducted that is within reasonable distance.

Function of the post:

Working within both the main school and the NEST, the post holder will be responsible for working in partnership with teaching staff to identify and address the individual needs of the pupils. You will receive instruction and guidance from the AHT regarding the academic/emotional targets to be set for each child, and you will provide practical advice and support to the students/families on an individual basis, particularly in respect of planning and resources and where necessary provide emotional support and encouragement to enable him/her to achieve the targets set.

The post involves working with and liaison with outside child protection agencies to ensure effective safeguarding practice. You will be committed to both the school's and the Academy Trust's Equal Opportunities Policies and will ensure compliance with the School's Health and Safety Policy and all locally agreed safe methods of work.

Principal Accountabilities:

1. To work in partnership with staff and families to identify and address pupil concerns and provide Pastoral support. This can involve working with pupils with complex needs and behaviours.
2. To work closely with outside agencies, especially social care, to establish packages of support for children and families.
3. Write referrals, referencing accurately concerns and desired outcomes for a child or family.
4. Attend child protection meetings with other agencies, advocating for the child, producing reports when requested.
5. Be able to identify appropriate support through a holistic approach of a child's needs, drawing on other expertise when needed.
6. Be a main point of contact for other staff who have safeguarding concerns; act a school deputy DSL.
7. Maintain daily contact with assigned pupils - to support, assist and enable them to meet the targets set and develop the attitude and skills to meet targets with less support.

8. To encourage pupils to develop social and independence skills whilst providing support when it is needed to include lunchtimes and playtimes.
9. Able to work with children and families who have become dysregulated; supporting them to regulate and then reason.
10. Regularly review pupils against the targets set and advise staff accordingly.
11. Report and record pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
12. Complete and review Neurodiversity Referrals from children across the school.
13. Undertake pupil intimate care provision as required.
14. Undertake home visits when needed.
15. Attend meetings and training sessions as required e.g. Inclusion, outside agencies etc.
16. Take an active part in extra-curricular activities before/after school, e.g. playtime & lunch clubs, open days, and presentation evenings, and be prepared to provide cover in classes when required.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you including to understand and actively embrace the University's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our University. The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the University reserves the right to update your job profile to reflect changes in, or to, your post. All staff have a role in supporting the University's People Strategy 2018-2025 '*Working together - Supporting each other*'.

Inclusivity:

The University believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The University is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the University has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the University's Intranet. Any breaches may lead to termination of employment.

Health and Safety

Take responsibility for ensuring that workplace responsibilities within the University are carried out with full regard to, and in support of, the University's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

Sustainability and Environment:

The University is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The University will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation,

regulations and codes of practice. All staff are required to support the aims of the University's Environmental & Sustainable Development Strategy.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Right to Work:

The current British and European Law states that the University cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available on the HR Website for further information.

Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Disclosure Service Certification from the Disclosure and Barring Service:

This role does require you to hold an enhanced Disclosure Service certification from the Disclosure and Barring Service (DBS). The University is a registered body with the Disclosure Service, reference number 20537300005. New members of staff will be required to apply for Disclosure Service certification as part of the University's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs or from the University's Human Resources Department.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience.**

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidence
Knowledge and Qualifications			Application Interview
General education to GCSE Grade C or above with English Language and Maths	√		
In-depth knowledge of the operations of a primary school and the developmental stages of children from 3 – 11 years.	√		
Working knowledge of external agencies involved with pupils and their families	√		
Recognised and relevant Safeguarding qualifications		√	
Working knowledge of a range of procedures for supporting individual pupil needing additional assistance to overcome barriers to social communication, acquired through formal training or experience	√		
Skills			Application Interview References
Interpersonal and communication skills, both written and verbal that enable effective communication to a wide audience, including parents and external agencies. Able to demonstrate the sensitivity to deal effectively with complex matters or emotionally demanding situations.	√		
Relevant skills that support pupils to overcome social and emotional barriers and promote appropriate social and learning behaviours.	√		
Organisation and administrative skills that enable successful time management, accurate record keeping, and the ability to facilitate internal and external meetings.	√		
Problem solving skills that enable a pro-active and effective approach to supporting individual pupils or groups.	√		
Experience			Application Interview References
Experience of working with, and making referrals to external agencies such as the MASH team. Experienced and training making referrals to the Neurodiversity team.	√		
Experience of reporting to, and attending, safeguarding reviews.	√		
Experience of working with pupils in a primary setting and supporting children with challenging behaviour or in demanding situations.	√		
Able to demonstrate experience in working in partnership with teaching staff to identify and address the individual needs of the pupils.	√		
Maintaining and monitoring accurate and comprehensive records relevant to the duties of the post.	√		
Personal Attributes			Interview References

Positive and approachable with the ability to work on initiative whilst recognising the importance of work as part of a cohesive team to achieve aims and objectives	√		
The ability to maintain confidentiality, with the presence to inspire trust and motivation, adapting and acting sensitively to challenging or emotional situations.	√		
Ability to work and form positive relationships inspiring confidence and trust with pupils, parents, carers and wider community.	√		
Ability to work in a fast-paced environment with the ability to prioritise your own workload.	√		
Able to work on own initiative to resolve academic and emotional pupil related issues to a successful conclusion.	√		
A continued interest for learning and developing skills relevant to the post,	√		

January 2026