



Job description

JOB TITLE:	Pastoral Support Worker
SALARY CODE:	Clapton Support Staff Range Scale 6, points 18-22
RESPONSIBLE TO:	Deputy Headteacher
RESPONSIBLE FOR:	Supporting the behavior and pastoral welfare of students
Hi Jan the HOURS OF WORK:	<p>This post is term time only (195 days) plus a further 72 hours that are flexible (equivalent to 10 days).</p> <p>For the 195 term time days you will be expected to work the following hours:</p> <ul style="list-style-type: none">Monday - Thursday 8:30am - 4:15pmFriday 8:30am - 4:00pm <p>These timings include a 30-minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you. The remaining 72 hours of work will be agreed once the needs of the academic year are known.</p>

POST RESPONSIBILITIES

- To work closely with relevant staff to identify and address the needs of students with barriers to learning including behaviour, attendance, punctuality and emotional support.
- To ensure effective intervention is in place for all students, particularly related to behaviour for learning, in order to address key development aims for the academy and maximise the achievement and progress of students.
- To conduct home visits and organise meetings to build effective working and trusting relationships with families and students with specific needs to improve attendance, behaviour and punctuality and provide support to help students regulate emotions.
- Under the direction of the Deputy Headteacher, to develop and promote strategies to support students with behavioural, emotional and social development needs so that students are able to manage their behaviour, develop resilience, self-esteem and maintain healthy relationships with others.
- To promote the vision, values and ethos of the academy throughout normal daily practice and at internal and external events.
- To adopt the key worker role for named students to include monitoring their progress, attending relevant meetings and reporting any concerns as required.
- To ensure regular reporting to and effective links with the parents of students and other key stakeholders regarding performance, behaviour and progress.
- To support the Assistant Headteacher- Behaviour with the writing, coordination and monitoring of Academic Support Plans including subsequent review meetings and outcomes.
- To ensure accurate student records in relation to individual casework are maintained and appropriate reports are written to evidence impact.
- To follow academy policies and procedures i.e. Health and safety, Child Protection and Equality, and undertake relevant risk assessments where necessary.
- To act as a qualified First Aider and attend relevant training.



Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the Academy Business Leader.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification – Pastoral Support Worker

QUALIFICATIONS	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
Degree or equivalent in relevant subject	✓	
Further relevant qualification/ willingness to obtain or enhance qualifications and training for the post	✓	

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working within an educational environment or with young people	✓	
Experience of supporting students with Special Educational Needs (SEN) and wider emotional needs	✓	
Proven track record of successfully supporting young people to engage with learning	✓	
Experience of working with young people with challenging behaviour	✓	
Experience of handling confidential information appropriately	✓	
Experience of running targeted small group work, workshops or intervention with young people	✓	
Experience of recording, tracking and monitoring the impact of interventions		✓
Experience of working with students/ families to set short term goals for individual students and supporting students in achieving these	✓	
Experience of conducting home visits and multiagency meetings		✓

KNOWLEDGE AND SKILLS	ESSENTIAL	DESIRABLE
Excellent interpersonal skills	✓	
Good administrative, IT and organisational skills	✓	
Ability to prioritise workload and work to given deadlines	✓	
Knowledge of the range of support/agencies available for students	✓	
Ability to work independently, showing initiative, and as an effective team member.	✓	
Ability to be effective in the face of difficult situations and pressure	✓	
Knowledge of the principles and strategies involved in giving advice and guidance to young people, including the place of confidentiality and sharing information	✓	

PERSONAL QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and young people	✓	
Reliable, honest and trustworthy	✓	
Able to remain calm and cope with the unexpected	✓	
Committed to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping	✓	
A 'can do' attitude	✓	
Energy, enthusiasm and commitment	✓	



Committed to safeguarding, inclusion and promoting the welfare of children and young people	✓	
Willing to visit students' homes to build effective working relationships with hard to reach families	✓	
A full, clean UK drivers licence and own vehicle		✓