



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**Pastoral Support Worker**

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## Job advertisement

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### **Pastoral Support Worker**

Term time Only

Pay Scale 6 £25,492- £26,417

Full time 36 hours per week

Permanent

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school. The School is committed to a culture rooted in high expectations for all, which cultivates a love of learning and ambition for success, together with a strong sense of belonging and civic duty. We have a strong focus on creativity in our classrooms. We believe everyone has creative capacities and know that creativity is the skill of the future. Our students past and present are strong evidence of our success. We aim that every colleague has excellent professional development which leads to every student having an outstanding education.

This is an important role for you, for our school and for some of our more vulnerable students. The role requires a commitment to doing the best for our vulnerable young people, providing stability, structure and support for them.

We expect you to

- have strong interpersonal, teamworking skills
- be keen and able to support school behaviour protocols
- be self-motivated and able to work independently to manage a small group of young people
- be able to build good relations with staff, students, parents/carers, and the wider school community

### **Contacting us**

If you are interested in joining us, or would like to see the school, then please submit an application on [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) or you can request for a visit. You can also visit our website <https://www.stokenewingtonschool.co.uk/jobs> and download an application pack

**The closing date for receipt of applications is midday Friday 17<sup>th</sup> September 2021.**

We are an equal opportunities employer committed to ensuring diversity in our workforce.



## Job Description

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- Position: Pastoral Support Worker
- Report to the Head of Lower School
- Scale 6 Full time, 36 hours/week (Term Time Only)
- Responsible for: Supporting the delivery of pastoral care to all lower school students.

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Direct Responsibilities:**

- Support the Head of Lower School and heads of year with leading on all aspects of the management of student behaviour and wellbeing.
- To support children and young people with challenging behaviour, modelling strategies and monitoring the effectiveness of support programmes.
- Pro-actively mentor key students at risk of disengagement; supporting them to engage with learning.
- Lead group work interventions for groups of students.
- To liaise with teaching staff about students.
- Monitor students' behaviour; with the lower school team decide on a range of appropriate interventions and support to improve behaviour.
- To support staff and students by investigating incidents; interviewing students, taking statements, and collating documents for heads of year and SLT.
- Reward good behaviour and challenge/take action on poor behaviour.
- Participate in classroom behaviour interventions to support academic and social development.
- Support the tutorial programme by providing a positive start to the day for key students.
- Support and supervise detentions in accordance with the detention system as required.
- Supporting students during break and lunchtimes.
- Oversee the attendance to enrichment opportunities by key students.
- Establish constructive relationships with parents/carers exchanging information, facilitating support for their child's attendance, behaviour and learning.
- Independently meet with parents/carers as and when required to discuss concerns and issues.
- Maintain accurate records and files of all pastoral interventions using the relevant software/administration systems.
- Attend meetings as required; Team Around the Child (TAC), year team, and reintegration meetings.
- Support attendance to homework club.
- Support with the delivery of parent's evenings and progress review day.
- Liaise with external agencies as appropriate.
- To support the head of year with the induction of new students

### **Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To supervise and support the orderly movement of students around the school site.
- Contribute to the overall ethos/work/aims of the school.

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Be responsible for the provision of out of school learning activities within relevant discipline e.g. clubs, extra-curricular activities within guidelines established by the school.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time
- Enhanced DBS check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to the school's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.



## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>		
<ul style="list-style-type: none"> <li>Educated to degree level or equivalent.</li> </ul>		<input type="checkbox"/>
<b>KNOWLEDGE AND EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Working knowledge of relevant policies/codes of practice/legislation.</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Working knowledge of national curriculum in specialist area, according to particulars of the post.</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Understanding of statutory frameworks relating to teaching, according to particulars of the post.</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Excellent numeracy/literacy skills.</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Effective use of ICT including SIMS, Microsoft Office to support learning.</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Working with students of all abilities</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Delivering a mentoring service and intervention programme</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Setting up, running and maintaining a range of administrative systems</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Managing and implementing recording and reporting systems</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Multi-agency working</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Developing banks of resources</li> </ul>		<input type="checkbox"/>
<b>PERSONAL QUALITIES</b>		
<ul style="list-style-type: none"> <li>Well organised</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Problem solving</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Liaising with parents/carers, external agencies, etc</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Well presented</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Ability to work using own initiative and with minimal supervision.</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Excellent interpersonal skills and be able to communicate effectively</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Ability to organise and prioritise workload and work on own initiative</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>To be committed to school improvement and raising standards</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Ability to communicate effectively with staff, students, parents/carers and agencies/statutory bodies, and maintain good working relationships</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Displays commitment to the protection and safeguarding of children and young people.</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Ability to accurately input information on a database</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Ability to train and develop staff</li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Ability to work some evenings, such as Parent Evenings</li> </ul>	<input type="checkbox"/>	