**PASTORAL SUPPORT WORKER JOB DESCRIPTION**

**Purpose of the Post**

The purpose of this post is to support children and their families and reduce barriers to learning

The Pastoral Support Worker will work alongside all staff to provide an extra layer of support for pupils.

**Responsible To**: SENCO

Head Teacher

**Hours of work:** 8.15 – 3.30 daily. Term time only

(As the role evolves, additional hours may be required)

**Pay Scale:** NJC Scale 5 - £26,421 - £28,770 – depending on experience

**Main Duties**

* To support children’s mental health and well-being by helping them to deal with worries and problems.
* To develop home/school links, which encourage good communication between the school and families
* To signpost and, where appropriate, refer parents to services delivered by other agencies
* Work with outside agencies such as secondary schools and infant school to support effective transition for vulnerable children and families
* To be one of the Schools Designated Child Protection Officers
* To follow and adhere to all agreed Child Protection, Safeguarding policies and procedures
* Manage and deliver pastoral and therapeutic support for children
* To deliver specific one to one work and group work for children directed by the SENCO
* Provide behavioural support for pupils on an on-call basis
* To monitor and update CPOMS to ensure that incidents and actions are logged and followed up
* To liase with teachers on issues of a pastoral nature
* To assist with administrative tasks, e.g maintaining accurate records

**Standards and quality assurance:**

* Support the aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Attend team and staff meetings where appropriate
* Be proactive in matters relating to health and safety
* Participate positively in training and professional development
* Take part in support staff appraisal

**General Responsibilities**

* To carry out other duties as may be reasonably assigned by the Head Teacher
* Be aware of and support difference and ensure equal opportunities for all

**PERSON SPECIFICATION**

**PASTORAL SUPPORT WORKER**

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| **Essential** | **Desirable** |
| **Knowledge and qualifications** | |
| * Level 2 qualifications or equivalent * Knowledge of relevant policies and legislation * Knowledge and ability to use a range of IT packages | * Basic First Aid * Level 3/4 qualifications * Qualifications linked to SEND * Safeguarding trained |
| **Experience** | |
| * Working with children and young people in an educational or therapeutic context * Working with children and young people in 1:1 and group situations * Liaison with parents, carers, professionals and agencies * Preparing, delivering and assessing learning activities for children and young people | * Working with children and young people with special educational needs and disabilities * Working in a therapeutic role * Working in a restorative role * Delivering specific interventions to children and young people * Mentoring children and young people |
| **Skills and Competences** | |
| * Ability to work flexibly and adapt practice to different environments * Ability to work collaboratively and constructively in a team * Ability to respond flexibly to situations and to demonstrate good judgement * Ability to comprehend and observe school policies and procedures | |