



Post: Pastoral Support Worker

Responsible to: Executive Headteacher

Salary: Grade 6

Job Purpose

Under the general direction of the Executive Headteacher, SENCO and Executive Leadership Team (ELT) to engage in a range of activities to support the pastoral and social needs of children and their families and to assist in the management and maintenance of an open door approach to family support.

Main Duties

The particular duties of the Pastoral Support Worker will be determined by the Executive Headteacher (and SENCO and ELT in the cases of specific children) and will be arranged to meet the needs of the particular families being supported. This may include working with families to support transitions and providing vulnerable families with additional support. Activities may be undertaken across both school sites. The main duties are:

- To promote positive well-being for children through creating care and support programmes.
- To promote inclusion of all children.
- To deliver pastoral support with individual families or groups of parents throughout the school day.
- To act as a Deputy Designated Safeguarding Lead (DDSL)
- To enhance the flow of information and understanding between teachers and families.
- To develop positive relationships with parents, liaising with parents regarding welfare, health and behaviour management issues
- To work with the Wellbeing and Inclusion Team to improve the attendance and punctuality of children including vulnerable groups
- To make referrals to, and work with, outside agencies
- To promote self-esteem and independence for children and families by setting clear expectations when engaging in early help support.
- To support families who are new arrivals through transition
- To be flexible with time management in order to be available for, and promote, regular informal communication with families
- To facilitate parent workshops and/or family clubs to meet identified need
- To play a key role in enabling school community events (working flexibly if needed).
- To support the SENCO with family liason
- To maintain accurate records using established school systems
- To contribute to effective team practice by attending and participating, as appropriate, in staff meetings and in-service training.

Supervision

General direction and work expectations will be provided by the Executive Headteacher. The Pastoral Support Worker will be expected to be capable of working independently with families, individual children or groups of children either within the schools or at some other location.

Responsibilities

The postholder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct.

Physical Effort

Occasional lifting may be required to move equipment and resources but is not a significant factor.

Working Environment

Most activities will be undertaken within school premises. The postholder will be required to attend meetings in other locations. If working with a family in their home a discussion with a member of the leadership team must take place and the meeting be recorded in the school diary. Some anti-social behaviour by pupils and parents may be experienced.

Standards and quality assurance

- Support the aims and values of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend, support and participate in open evenings and children's performances.
- Uphold the school's policies and procedures
- Participate in staff training.
- Attend team and staff meetings.

Special Notes Or Conditions

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Signed: _____ **(Postholder) Date:** _____

Signed: _____ **(Headteacher) Date:** _____