**Job Title:** **Pastoral Support Worker**

**Pay Scale: NJC 10-15 £26,835 to £29,093 pro rata for 24 hours per week for 39 weeks per year.**

**Location:**  **Charnock Hall Primary Academy**

**Line Manager:**  **Louise Fotheringham**

**Job purpose:**

To enable all pupils to engage in education and develop their sense of belonging by providing support to reduce the impact of barriers to learning. This will involve working with pupils, staff and parents/carers to make sure effective policies, procedures and support are in place.

**Duties and Responsibilities:**

* Identify strategies to help overcome individual pupils’ barriers to learning.
* Use systems to monitor the behaviour and progress of pupils who are receiving or require targeted pastoral interventions.
* Co-ordinate the development of pupils’ individual pastoral support plans and review ongoing progress towards set goals.
* Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning. Ensure any transition for pupils leaving the school are in place and effective.
* Promote high standards of behaviour and consistently implement the school’s behaviour policy.
* Work within the Inclusion Team regarding interventions and investigations.
* Assist in establishing good relationships with pupils, parents and carers and provide information about progress within pastoral plans and next steps as appropriate.
* Provide advice to teachers on behalf of the Inclusion team, when required.
* To calm and diffuse difficult situations involving pupils and manage challenging behaviour of individual pupils as required.
* Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential or sensitive information.
* To ensure all incidents of inappropriate behaviour are logged and if necessary, passed on as appropriate for further action, e.g. racist, homophobic language/actions.
* To be first aid trained and ensure any incident involving a child being hurt/ becoming ill is reported to parents within the required timeframes and the relevant documentation is completed.
* To work as part of the Inclusion team to identify needs and implement strategies to support pupil needs and monitor the impact of interventions. Participate in senior leadership meetings, as required.
* Build positive relations with parents/carers to encourage family involvement in their child’s progress.
* Communicate with parents/carers about specific support in place for their child.
* Assist parents/carers with any information they need to support their child.
* Liaise with external support agencies and professionals as required, to cater for pupils’ individual needs.
* Build and refresh knowledge on the range of external support available that could support pupils’ individual needs.
* Maintain accurate records of interventions and relevant meetings.
* Facilitate the transfer of relevant pupil information inside and outside the school.
* Complete relevant paperwork required by external agencies.

**Influencing and Managing Relationships:**

* Headteacher
* External Contractors
* Parents and carers
* Senior Leadership Team
* Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

**Person specification**

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

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| --- | --- | --- |
|   | **E** | **D** |
| **Qualifications and Attainments**     | * A level of numeracy and literacy sufficient to carry out the duties of the post
* Further education qualifications in related fields, e.g.: health and safety training or maintenance qualification

  | E | D |
| **Skills and** **knowledge**         | * Good verbal communication skills appropriate to the need to communicate effectively
* Good listening skills
* Knowledge of the barriers to learning that pupils may face
* Tailoring plans and interventions to individual pupils
* Able to prioritise own workload and to work to deadlines
* Ability to build and form good relationships with pupil, colleagues and other professionals
* Able to follow direction from a line manager and work in collaboration with the team

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| **Experience**      | * Experience of using basic cleaning equipment
* Experience of working in a school or similar establishment
* Willing to undertake a range of training

  | E | DD |
| **Personal Attributes**       | * Have an openness to learning and change
* Have a positive attitude to personal development and training
* Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility
* Recognition of the importance of personal responsibility for health and safety
* Patient and calm
* Wants to provide the best possible opportunities for all pupils
* Organised, good time management, proactive and self-motivated
* Upholds and promotes the ethos and values of the school
* Able to work under pressure and prioritise effectively
* Maintains confidentiality at all times

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| **Additional Requirements**   | * This role is subject to an enhanced DBS
* Ability to reach, bend and carry out some heavy lifting
* Willing and able to work outside of usual school hours
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