**Senior Pastoral Support Worker**

**Reporting to:** Pastoral Manager

**Liaising with**: Headteacher, Senior Leadership Team, Pastoral Team, tteachers and support staff, LA Representatives, external agencies and parents/carers.

Developing the school as a high-quality specialist provision for pupils with Social, Emotional and Mental Health Difficulties and other complex needs through providing the highest standards of pastoral care and support for all pupils of all abilities.

To support the teachers and learning support workers in addressing the needs of all pupils but especially those pupils who need help with regulation management to overcome barriers to learning.

1. Provide individual pastoral and behavioural support to pupils
2. Monitor the social, emotional and behavioral development of students within the school, liaising with the staff team and offering support where necessary
3. Receive, supervise and support pupils who are not ready for learning or who have barriers to learning.
4. Support the assessment of pupils to determine those in need of particular help and support.
5. Assist in the development and implementation of individual Education/ Behavioural/ Support/ Mentoring plans and behaviour management strategies.
6. Help to develop one to one mentoring sessions with pupils and provide support for distressed pupils.
7. Provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance.
8. Support the challenge and motivation of pupils, promoting and reinforcing self-esteem.
9. Support pupils’ access to learning using appropriate strategies and resources.
10. To respond to pupils unable to access learning; ensuring a calm environment.
11. To diffuse difficult situations and manage challenging behaviour of pupils.
12. To organise and develop resources, maintain supply and condition of resources and the general upkeep of the Pastoral Hub.
13. Assist other staff in planning, evaluating and adjusting behaviour strategies, as appropriate.
14. Support staff to ensure they understand and are actively implementing the key aspects of the school’s inclusion strategies.
15. Support the monitoring and evaluation of pupil’s responses and progress against action plans through observation and planned recording.
16. Support class groups and teaching staff in classroom environments.
17. Supervise pupils on break time and lunchtime activities modelling appropriate social skills.
18. Provide objective and accurate feedback to other staff on pupil’s achievement, progress and other matters as requested.
19. Assist with the gathering of information and updating of records and contribute to the review of systems or records.
20. To monitor and report on attendance
21. Develop good relationships with parents and carers, including exchanging information and facilitating their support for their child.
22. Provide appropriate administration support e.g. phones calls; dealing with correspondence; compilation of data / information.
23. Support the implementation of agreed learning activities and teaching programmes and adjust activities according to pupil responses and needs.
24. Prepare and use specialist equipment, plans and resources to support pupils.
25. Assist with the supervision of pupils on visits, trips and out of school activities as required.
26. Attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school.
27. Be aware of, and comply with, policies and procedures relating to child protection; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.
28. Be aware and support differences and ensure all pupils have equal access to opportunities to learn and develop.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**Essential Skills**

* GCSE’s in Maths and English, grade C/level 4 or above
* Basic computer literacy skills
* Ability to build relationships with children & young people
* Ability to work successfully with pupils with SEMH and other complex needs
* Previous experience of working with young people
* Driving Licence
* Willing to undertake training
* Ability to prioritise tasks

**Desirable**

• Qualification related to Child or Social Care