

<b>Job Title</b>	<i>Pastoral Practitioner</i>
<b>Responsible to</b>	<i>Senior Leadership Team</i>
<b>Key Internal Contacts</b>	<i>Pupils</i> <i>School Staff</i>
<b>Key External Contacts</b>	<i>Parents / Carers</i>

## **JOB PURPOSE**

- The purpose of the Pastoral Support Worker is to work alongside teaching staff, parents/ carers and pupils; providing a 1:1 mentoring and/or tutoring role to specific pupils.
- The underpinning value of the work is to ensure that every pupil achieves their potential through the provision of targeted support and intervention, working with the school's Senior Leadership Team.
- Under the direction of the Senior Leadership Team, the Pastoral Support Worker will contribute to all aspects of pupils' well-being and achievement.
- The role will involve a mixture of dealing with parents/ carers, intervention groups, supporting learning in addition to managing pupils' behavioural and attendance challenges.
- This will involve writing Support Plans and intervening with difficulties around the school in terms of pastoral support.

## **KEY TASK AREAS & RESPONSIBILITIES**

### **General**

- Safeguard and promote the welfare of children and young people
- Liaise with the Senior Leadership Team to ensure pupils who are identified as being in need of support receive appropriate help.
- Assisting and supporting pupils during learning sessions, break time and lunchtimes, this will involve; managing pupil behaviour, lunchtime activities and rewards etc.
- Take part in any relevant meetings to assist with pupil welfare e.g. review meetings with parents/carers and external agencies.
- Management of rewards and sanctions for pupils: suitable and consistent interventions put into place as needed.
- Feedback and liaison with parents/ carers where applicable.
- Offering support and advice to parents/ carers where necessary and signposting to available services.
- Feedback and liaison with teachers and other support staff.
- Feedback and liaison with Senior Leadership Team (SLT).
- Feedback and liaison with Curriculum Leaders, where specific intervention must take place in a particular subject.
- Mentoring individuals or groups of pupils.

- Writing and maintaining Support Plans for specific pupils.
- Management of behavioural challenges that arise throughout the day.
- Assisting in the daily organisation of logistical matters involving pupils.
- Providing a supportive framework for individual and group interventions as necessary.
- Following up on safeguarding concerns in line with school policy and practice.
- Support school attendance and punctuality as necessary.
- Provide support in lessons for specific pupils.
- Supporting pupil voice groups
- Supporting the management of PSHE across school with the PSHE Curriculum lead in school.
- Daily liaison with staff regarding pupils you work with and daily compilation of work.
- Supporting the pastoral system by undertaking other duties e.g. Intervention planning time, mentoring activities etc.
- The nature of the role is such that flexibility and self-motivation are crucial to success.

### **Supporting the School**

- Complete all post incident and legal paperwork related to Pastoral support to a high standard for the whole school within the team, being proactive to ensure young people and staff are safeguarded.
- Liaise and offer advice, guidance and support around de-escalation, rewards and consequences and crisis behaviour management
- Train the staff team to effectively record and report within the current framework and guidance using the current recording systems
- Complete all post incident debriefs to a high standard, using positive reflection and solution focused approaches for the whole school where required
- Ensure the wellbeing of all staff is considered through communicating on a 1:1 basis termly, as well as leading and promoting whole school wellbeing initiatives.
- Liaise with the appropriate professionals and colleagues, regarding any outcomes or actions following debriefs and wellbeing discussions
- To support in the leadership of the student council.

### **Other Duties and Responsibilities**

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

**PERSON SPECIFICATION**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience working with Young People with SEN	✓	
Specific experience of working with Young people Autism.		✓
Specific experience of working within a Pastoral Support Role.		✓
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to lead and model positive behaviour management,	✓	
Successfully can act on their own initiative and prioritise tasks	✓	
Able to identify and work towards specific goals with children and colleagues	✓	
Able to maintain good relationships with children and adults	✓	
Able to work as part of a team and be flexible when required	✓	
Able to motivate and encourage children and colleagues to develop to their full potential	✓	
<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
At least 12 months experience as a Pastoral Support in a school or education provision where supporting with challenging behaviour is a key part of the role	✓	
GCSEs in English and Maths		✓
ICT knowledge		✓
Prior knowledge with physical intervention providers.		✓
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Good level of physical fitness , this to be able to support the young people when they are in crisis and engage in a range of activities	✓	
Emotionally resilient	✓	