Longdon Park School

JOB DESCRIPTION

Job Title: Pastoral Intervention Worker

Main Job Purpose

1) Provide support, encouragement and pastoral care to pupils at the school and take an active role in the de-escalation of conflict.

2) Work with a range of stakeholders, parent/carers, support staff, outreach agencies and other schools to ensure the continuity, development and progress of individual pupils, especially with regard to low self-esteem and poor attendance.

Main Responsibilities and Duties

Pastoral Care:

- To provide pastoral support to students experiencing difficulties on a day-to-day basis
- To work as part of the team that responds to challenging behaviour and conflicts as they arise. Defuse situations and develop strategies for those involved in conflict.
- To provide information, advice and structured intervention around identified issues such as self-esteem, relationships and behaviour to enable students to make positive choices about their behaviour, attendance and social interactions.
- To liaise with staff, parents and relevant outside agencies to provide appropriate intervention for students experiencing disruption to their learning
- Explore opportunity to develop pupil voice in all areas of the school
- To comply with confidentiality and safeguarding procedures.
- To liaise with support staff and teachers to share strategies for support

Family Support:

- To work under the guidance of the Senior Leader (Pastoral) in developing parent support links
- Work with and support families/carers of students with poor school attendance

School Staff:

- To support pupil learning, when required, in class across all Key Stages.
- Meet weekly with the Senior Lead (Pastoral) and those involved in the pastoral structure to discuss upcoming needs and issues across the school
- Participate in school review meetings and in-service training days to help develop and define school policies regarding pastoral care, behaviour and pastoral support
- Support education staff in preparing reports for annual reviews

Outside Agencies:

- Develop the school's links to members of the community with regard to helping the school.
- Liaise with appropriate outside agencies in supporting the students' needs

Other duties:

- Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and pupils – and take appropriate action should the need arise.
- Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- Retain the confidentiality of all aspects of school life and to have responsibility for managing and analysing all Sleuth Data.
- Occasional cover supervisory work, when required by the school.
- Comply with all decisions, policies and standing orders of the school and comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, policy and practice.

Knowledge and Skills

- The post holder will undertake a variety of advanced tasks that require detailed knowledge and skills, including caring, communication and interpersonal skills, behaviour management, and child protection issues.
- To work well as part of a team
- To be positive and enthusiastic
- To be sympathetic to the needs of others

Creativity and Innovation

- Creativity and innovation are an essential feature of the post. The post holder will play an active part in delivering elements of staff training sessions.
- The post holder will develop solutions for individual pupil issues, and also develop school policies.