



Belmont School

POST TITLE: Pastoral Support Worker

Reporting to: Pastoral Manager

Liaising with: Head of School, Senior Leadership Team, Pastoral Lead, teachers and support staff, LA Representatives, external agencies and parents/carers

Working Time: 8.15am – 3.30pm, plus meetings, training etc. (term time only)

1. Provide individual pastoral and behavioural support to pupils
2. Monitor the social, emotional and behavioural 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. Promote the speedy and effective return of pupils to class
8. Provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance.
9. Support the challenge and motivation of pupils, promoting and reinforcing self-esteem.
10. Support pupils' access to learning using appropriate strategies and resources.
11. Assist other staff in planning, evaluating and adjusting behaviour strategies, as appropriate.
12. Support the monitoring and evaluation of pupil's responses and progress against action plans through observation and planned recording.
13. Support class groups and teaching staff in classroom environments.
14. Supervise pupils on break time and lunchtime activities modelling appropriate social skills.
15. Provide objective and accurate feedback to other staff on pupil's achievement, progress

and other matters as requested.

16. Assist with the gathering of information and updating of records and contribute to the review of systems or records.
17. Develop good relationships with parents and carers, including exchanging information and facilitating their support for their child's attendance.
18. Assist with the development, implementation and monitoring of systems relating to attendance and integration.
19. Provide appropriate administration support e.g. phones calls; dealing with correspondence; compilation of data / information on attendance and exclusions.
20. Support the implementation of agreed learning activities and teaching programmes and adjust activities according to pupil responses and needs.
21. Be aware of, and appreciate, a range of activities, courses, organisations and individuals available to provide support for pupils to broaden and enrich their learning.
22. Prepare and use specialist equipment, plans and resources to support pupils.
23. Assist with the supervision of pupils on visits, trips and out of school activities as required.
24. Supervise pupils in out of school hours activities and detentions, as required.
25. Attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school.
26. 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.
27. 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.