COPLESTON HIGH SCHOOL

JOB DESCRIPTION

**POST HOLDER: Pastoral Support Worker**

SALARY: Grade 3 (below the bar) 30 hours per week

42 weeks per year

LINE MANAGER: Assistant Principal (Behaviour)

**JOB PURPOSE:** **To support Heads of Year and the pastoral team and to have a strong presence around the school supporting students’ pastoral needs.**

## LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have knowledge of a range of organisation policies and procedures.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations to solve varied problems. More complex problems will be referred to line manager.

There may be some need to use analytical, judgemental, creative and developmental skills.

Manager is available for direction and guidance.

No requirement to supervise others but may demonstrate tasks to new colleagues or give advice and guidance to others.

## INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

## EXAMPLES OF DUTIES AT THIS LEVEL

### Support for Students

• To understand and use a range of school strategies to support the management of Sixth Form students’

behaviour for learning in school.

* To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
* To be aware of students’ difficulties, progress and achievements.
* To supervise students and administer directed study sessions.

### Support for Leaders of Learning and the Pastoral Team

* To carry out learning walks on a daily basis being a positive presence around Sixth Form and ensuring good order.
* To contribute to the process involved in Safeguarding Children including completion of referral forms.
* To assist with student supervision out of lesson times including before and after school.
* To conduct follow-up interviews for students who are late to school and ensure that suitable sanctions are put in place.
* To be available to deal with incidents either to conclusion or to point of further referral and under the direction of Sixth Form Leadership Team.
* To liaise with SMT/Leaders of Learning/Pastoral Teams and Assistant Principal regarding ‘key students’ including making contact with home.
* To establish confidentiality boundaries according to school policy and to ensure that there is a confidentiality agreement in place with the student.
* To liaise with parents/carers, under the guidance of the Pastoral Team and keep accurate records of meetings and telephone conversations.
* To liaise with outside agencies under the guidance of the pastoral team e.g. school nurse or EWO regarding key students.
* To meet weekly with the Sixth Form Leadership Team responsible for attendance to monitor attendance patterns and liaise with parents/carers, students, colleagues and other agencies to address general and individual concerns.
* To accompany teaching staff and students in visits and out of school activities as required.
* To carry out any other administration tasks as appropriate.
* To patrol the Sixth Form area on a constant basis in order to redirect any students who are not in lessons with good reason.
* To ensure that any one-to-one consultations with students are in accordance with safeguarding procedures and are held before or after the school day unless the circumstances are exceptional and are authorised.

### Support for the curriculum

* Support monitoring of student progress by various means e.g. behaviour in lessons, punctuality, attendance, dress code and academic progress.

### Support for school

* To maintain up to date behaviour information on the school system a daily basis and respond to behaviour reports as and when required.
* To enforce school Sixth Form Behaviour and Dress Code Policies.
* To support the smooth and effective running of Presentation Evenings/Celebration Evenings/Parents’ Evenings/Open Evenings/ Achievement Assemblies liaising with Leaders of Learning, Facilities Manager etc.
* To deal with any immediate problems or emergencies in accordance with the school’s procedures and policies.
* To ensure personal safety and that of the student. Assess the risks before seeing students on an individual basis.
* To report any Safeguarding issues to the School Designated Safeguarding Lead.
* To record relevant data and become familiar with Data Protection constraints.
* To be aware of personal/professional limitations and be prepared to pass on information to the Sixth Form Leadership Team (or other appropriate teaching staff) if issues outside the experience of the Pastoral Support Worker are raised, or if issues are recognised that may be dealt with more appropriately by other staff or support services.
* To become familiar and adhere to school aims, policies and rules, by discussion with other staff and by reading the appropriate documents.
* To establish strong working relationships with teaching and support staff colleagues in school.
* To participate in training and personal development opportunities as appropriate.
* To liaise with safeguarding officers in accordance with school policy if and when appropriate; To ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students’ progress.

**NB:**

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

March 2024

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# Signed………………………………………………………………………………… Date………………………………………

A Green

# Signed………………………………………………………………………………… Date………………………………………

**PERSON SPECIFICATION**

| **Criteria** | **Essential to basic performance of job** | **Required for fully competent performance of job** |
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| **Knowledge:** | | |
| Technical or specialist | * Competent in the use of Microsoft Office | * Knowledge of computer systems e.g. MS Office products. |

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| Literacy and numeracy | * To maintain simple records, e.g. Pupil trackers, evidence of intervention |  |
|  | * Ability to carry out administrative tasks without direct supervision |  |
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| Organisational | * Be able to prioritise workload and work independently. | * Knowledge of the school’s financial procedures, |
|  |  | * Knowledge of basic health and safety responsibilities. |
|  |  | * Knowledge of policies and procedures, |
|  |  | * Knowledge of administrative procedures, e.g. ordering, incoming/outgoing post. |

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| Knowledge & use of equipment | * Ability to use/operate general office equipment, including reprographic, binding, audio typing or word-processing etc. |  |

| **Criteria** | **Essential to basic performance of job** | **Required for fully competent performance of job** |
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| **Mental Skills:** | | |
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| Problem solving | * Identify the students where little impact has been seen and work to find alternative opportunities. * Resolve straightforward problems referring to manager as necessary |  |

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| Thinking creatively / Developing new ideas  Planning ahead | * Contribute to the production of materials, e.g. Creation of admin databases. * Assist in the preparation for school activities e.g. Holiday interventions. |  |
| **Interpersonal & Communications Skills:** | | |
| Caring skills  Verbal and written communications skills (including use of languages) | * Be able to have mentoring/support meetings with students. * Receive and redirect telephone calls, passing on messages to others. |  |
|  | * Undertake word processing of correspondence, reports etc. |  |
|  | * Ability to handle confidential, sometimes sensitive information. |  |
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