



## **JOB DESCRIPTION**

**POST TITLE:** Extended Day Pastoral Support Worker  
**GRADE:** **Scale 2 to 4** (Dependent on experience & Qualifications)  
**Part Time** (3.pm to 6pm Mon-Fri. 15 Hours.)  
**DEPARTMENT:** **Schools**

**RESPONSIBLE/REPORTING TO:** **Pastoral & Welfare Lead & Extended Day Lead**

### **PURPOSE OF THE JOB**

To provide pastoral and welfare support for pupils as part of their extended day experience; to encourage pupils to enjoy Healthy Lifestyle choices, become increasingly independent, and to support the inclusion of pupils in all aspects of the Extended school day.

### **Main Duties: After School Club Provision**

1. Under the guidance of the Pastoral & Welfare Lead and the Extended School Day Lead, to provide and maintain a high quality After School Club experience.
2. To ensure a healthy food offer which is varied, attractively presented and in line with our Healthy Schools status.
3. To contribute to the planning of and transition of children from the school day into extended day provision.
4. To organise activities during After School Club which engage children and foster a calm and positive end of day experience.
5. To run a specific after school club as and when required.
6. To deliver and promote high quality, inclusive, free-play opportunities within the After-School Club offer.
7. To assist the Extended School Day Lead to organise and deliver a variety of quality enrichment activities as part of the After-School Club offer.
8. To support the Pastoral & Welfare Lead and the Extended School Day Lead in promoting the extended day offer through a range of school communication networks.
9. Under the guidance of the Pastoral & Welfare Lead and Extended School Day Lead work effectively as part of the extended day provision team to provide a high-quality experience.

### **General**

10. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and managing behaviour in line with the school's Behaviour Management Policy.
11. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
12. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.

13. In collaboration with the Pastoral & Welfare Lead and Extended School Day Lead in communicating and liaising with parents and carers to support the behaviour and inclusion of pupils.
14. Attend outings with pupils in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and supporting high levels of engagement with the learning activities undertaken.
15. Undertake any other reasonable duties from time to time as may be directed by the Headteacher or their nominee.

## **Personal responsibilities**

16. Be aware of key school plans, policies and procedures, including Child Protection Procedures School Improvement Plan, Health and Safety Procedures.
17. Take part in Performance Management in order to identify and agree development and training needs.
18. Within your contracted hours, and as identified in Performance Management Processes, undertake such training as may be required to enable you to provide the school with effective support. Training may be provided externally or in school.
17. Within your contracted hours, attend staff meetings as required.
18. Be aware of the learning and physical needs of the pupils you support.
19. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
20. Be an advocate for the children's right to play, to be listened to and to be safe.

# PERSON SPECIFICATION

**POST TITLE:** Pastoral Support Worker  
**GRADE:** **Scale 2 to 4** (Dependent on experience & Qualifications)  
**DEPARTMENT:** **Schools**

**RESPONSIBLE/REPORTING TO:** **Pastoral Care Manager and School Business Manager**

<b>EDUCATION, EXPERIENCE &amp; ABILITIES</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) (or by test).	Y	
Attend induction training	Y	
Attend school training sessions.	Y	
Experience of working with children (either paid or unpaid capacity) in an education setting.	Y	
Holds, or has a willingness to work towards NVQ level 2, equivalent or other accredited qualification	Y	
An aspiration to continue learning eg. Working towards NVQ level 3, next step or equivalent accredited qualification.	Y	Y
Food Hygiene certification		Y
First Aid training		
<b>QUALITIES</b>		
Ability to understand, respect and value young people's views.	Y	
Adaptable, flexible and open to change	Y	
Reliable, punctual and committed to work	Y	
Willingness to work as part of an aspiring team	Y	
A warm and friendly, approachable person with good interpersonal skills.	Y	