



St Edmund's Catholic School



JOB TITLE: Pastoral Support with Psychology
One Year Paid Placement

REPORTS TO: Headteacher

GRADE: Pay Band 4

SUPERVISES: Not Applicable

JOB PURPOSE:

To enable pupils with specific impairments access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities.

To promote the development of the physical and mental well-being of pupils and under the guidance of a teacher plan, prepare and modify lessons / learning activities.

To manage and supervise pupil behaviour and contribute to the effective organisation of the school with administrative and clerical support.

Preparing teaching and learning materials in a format suitable for the individual pupils. Support the full integration of pupils into the School community.

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

Pastoral Support Officer

PRINCIPAL RESPONSIBILITIES/DUTIES

- To work within a group of professionals supporting the learning of pupils with specific behavioural, mental health and wellbeing issues, individually or in small groups under the guidance of a teacher.
- To work in partnership with senior staff and parents to identify and address pupil concerns.

- Maintain daily contact with assigned pupils – to support, assist and enable them to meet the targets set and develop the attitude and skills to meet targets with less support.
- To encourage pupils to develop social and independence skills whilst providing support when it is needed.
- Work in partnership with other practitioners to deliver effective interventions and support for children and families.
- To work in partnership with pastoral colleagues to oversee the effective organisation and operation of Social Council.
- Report pupil and social issues in line with school policies for health and safety, child protection, behaviour management etc.
- To be responsible to Senior Teacher for the supervision of pupils for part of the day.
- To ensure pupils play and work together positively and co-operatively with good behaviour.
- To ensure the care of pupils who are injured or unwell. Giving comfort to distressed pupils.
- To uphold the school's Behaviour Policy, including treating pupils with respect and consideration.
- To provide support and guidance to staff in relation to specific student support.
- To deal with minor relationship problems and report persistent unacceptable behaviour to Senior Management Team, Pastoral Leaders, Heads of Learning or any other nominated member of staff.
- To establish systems and processes to:
 - Enable children to self-refer to a trusted adult if they have a worry or concern.
 - Undertake appropriate assessments of children and young people identified as having mental health needs.
 - Provide support for teaching and non-teaching staff to engage children and young people with mental health problems in their learning.
- To support with break and lunchtime duties to ensure the effective supervision and health & safety of students.
- To assess the needs of each individual learner and negotiate with the mainstream teaching staff to plan the most appropriate ways of supporting learning.
- Supervise pupils, delivering learning activities to small groups of pupils, adjusting activities within the scope of the needs of student's specific difficulties.
- Provide objective and accurate feedback sensitively for pupils, parent etc and producing evidence-based reports.
- Provide 1-2-1 and group support to students over a variety of issues.
- Mark pupils' work, recording progress and achievement. Administer and mark tests, invigilate exams.
- Be involved in extra-curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings, parents evenings and tutor evenings as directed).

- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports for Heads of Learning.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.
- To undertake gate duty at the start and at the end of the day.

Cover Support for Psychology (or other subject areas)

- To supervise and assist the learning of a group of pupils under the direction of a qualified teacher within the Psychology Department (or other subject areas).
- To assist them academically to follow a mainstream curriculum.
- To preserve a sense of self-worth and value.
- To implement behaviour management policies.
- To instruct pupils about the work left by their subject teacher.
- To provide pupils with necessary resources for their learning.
- To register and record pupil attendance in lessons.
- To answer pupils' queries regarding the instructions left by the subject teacher.
- To ensure classes enter and exit classrooms in an orderly fashion.
- To ensure classrooms are left tidy and ready for the next lesson after dismissing the class.
- To report to the Deputy Headteacher at the start of each day.
- To liaise with Heads of Department to answer queries about work set by the subject teacher when appropriate and without leaving students unsupervised.
- When appropriate report students responsible for poor behaviour to the subject teacher, Head of Department or SMT.

Addendum:

- (i) The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- (ii) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

- (iii) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the postholder.

OTHER DUTIES:

- To play a full part in the life of the School, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the School in meeting its legal requirements for worship.
- To promote actively the School's corporate policies.
- To continue personal development as agreed.
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by DOL not mentioned in the above.

SAFEGUARDING:

- To comply with the Safeguarding Policy in conjunction with the School Policies 5.3-5.9 as listed within the Safeguarding Policy.
- To be responsible for reporting all safeguarding concerns to the Designated Safeguarding Officers (DOSCs) Mrs Howorth (KS4) and Ms Radosavljevic (KS3).
- To recognise that the school is committed to safeguarding and the promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS disclosure at enhanced level will be required prior to any offers.
- To ensure volunteers or external workers are not left unaccompanied unless an up-to-date DBS check is in place or are taking part in an organised activity.
- To adhere to the school's E-Safety policy and ensuring the use of photography or recording of still or moving images are not taken without parental consent.
- To ensure risk assessments are taken as appropriate.
- To actively promote the school's commitment to ensure the health and safety and wellbeing of its employees and students, contractors, other visitors and general public.
- To be responsible for keeping up-to-date with safeguarding changes/knowledge.