#### **PASTORAL Support Worker**

 **Salary:** SCP 3 TTO+5

**Post Title: Pastoral Support Worker**

**Job Purpose:** To be responsible for the management and pastoral support of a designated cohort of students

**Responsible to:** Director for Behaviour and Culture

**Responsible for:** Ensuring all the designated students are supported and that home and academy liaison drives their progress

**Liaising with**

*(Working Relationships):*

Teaching staff

Support staff

**Hours of Work:** Term Time + 5

**Disclosure Level:** This post is subject to an enhanced DBS disclosure

**Main / Core Duties:** To follow academy routines and processes as directed

To provide appropriate pastoral support to students

 To provide behaviour management support

 To work as a member of the student support team

To be the primary point of contact for parents / cares of designated

students

**Operational Planning:** To support the implementation of operational/strategic plans relating to student support team

**Service Provision:** To ensure that students are appropriately met at the start of each day To visit classes, attend assemblies and supervise students at breaks

To perform duties as directed by Key Stage Support Manager

To ensure that all administration and record keeping for designated students is kept up-to-date and legal responsibilities are fulfilled

To monitor report cards, parenting contracts and behaviour contracts as appropriate

To liaise with the Attendance Officer and the Safeguarding Officer as part of the student support team ensuring information sharing and collaborative working

To work with parents in ensuring students are supported

To arrange induction of new students into designated cohort as necessary

To provide callout assistance and manage learner movement

To be the responsible adult for all designated students and provide appropriate guidance and support

To identify where support for students and their families is needed and liaise with other professionals within the student support team and with Achievement Leaders to ensure appropriate provision

Provide academic mentoring for designated students

Understand and monitor student progress targets

Support the academy’s reporting processes and attend open

evenings

Identify students who require additional academic mentoring and liase with Key Stage Achievemnet leads to ensure this is put in place

To provide First Aid within the Academy

To support students with medical conditions as required.

**Service Development:** To continually seek to develop service improvements

To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

**Quality Assurance:** Ensure that parents and students understand and are able to act upon academic reports provided by the academy

Support designated students in order that their attitude and behaviour in lessons contributes to delivering excellent teaching and learning

Ensure that all designated students follow the behaviour and uniform policies of the academy and represent the academy well in the community

**Management Information and Administration:**

To ensure all documentation relating to the pastoral progress of designated students is kept up-to-date and legal responsibilities are fulfilled

To undertake administrative duties as required to perform the role

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person

**Communications:** To ensure that all communications with service users demonstrate the values of the Bradford Academy

**Marketing and Liaison:** To develop, nurture and maintain the positive image of the Bradford Academy

To attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Bradford Academy

**Management of Resources**

*(Other than People):*

To take responsibility for the safe use and safe keeping of resources

**Corporate Responsibility:** To abide by and implement all policies and procedures of Bradford Academy, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures

**Other Specific**

**Responsibilities:**

**General Statement:**

**Date:**

To contribute to the overall ethos, work and aims of Bradford Academy

To carry out all duties in the most effective, efficient and economic manner

Ensure that all communications with parents demonstrate the values of Bradford Academy

Attend all meetings and functions necessary to support the work in this job description, ensuring that the values of Bradford Academy are exemplified in attitude, language and behaviour

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title

PASTORAL Support Worker

**Criteria Assessment Basis**

**Qualifications:** Essential

Level 3 qualifications

Desirable

A degree or post graduate qualification

Safeguarding training / qualifications

Application

**Professional Experience & Understanding:**

All Essential

Understanding of:

 School attendance systems and processes

 A basic knowledge of the work of a school

 Pastoral support for students

Experience:

 Experience of working effectively with children/ young people in either education, social work, youth work or another related area of work

 Experience of working effectively with the parents

/carers of children / young people

 Some experience of working effectively with a range of professionals to promote children’s/young people’s learning or welfare

 Experience of working in a multi-agency environment

 Experience of undertaking a range of clerical duties

 Experience of a range of computer applications

 Ability to produce concise and complex reports

 Management Information Systems e.g. SIMS

Application and

Interview

**Criteria Assessment Basis**

**Professional**

**Abilities:**

All Essential

Ability to think strategically

Ability to communicate effectively to a variety of audiences

Ability to persuade and influence

Ability to communicate complex ideas simply to a wide range of audiences

Ability to plan effectively

Ability to evaluate

Ability to provide comprehensive reports

Ability to manage time effectively and meet deadlines Ability to work effectively with stakeholders and within a corporate environment

Application, Interview and Reference

**Personal**

**Qualities:**

All Essential

Honesty and Integrity

Discretion Flexibility Resilience

Commitment to making a differenceInterview and

Reference