

CHRIST the KING

CATHOLIC PRIMARY SCHOOL and NURSERY
with THE ARK, a SPECIALIST RESOURCE



Pastoral Support Worker Job Description

Post: Pastoral Support Worker

Responsible to: Inclusion Leader and Family Support Worker

Hours: 8:30 – 3pm

Duties

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

General

1. Adhere to all school policies and procedures, particularly those in relation to equality of opportunity, health and safety, data protection and safeguarding.
2. Attend meetings as appropriate.
3. Maintain and record all relevant pupil information, ensuring that appropriate data protection procedures are followed.
4. Support individual pupils during transition periods.
5. Promote the school's vision and ethos, encouraging the inclusion and acceptance of all pupils.
6. Ensure that appropriate policies and procedures are implemented to allow effective learning to take place, including child protection procedures and behaviour management processes.
7. Attend relevant training and undertake appropriate CPD activities, ensuring that staff members are kept up-to-date with relevant news and techniques within the sector.
8. Act as a role model for pupils, setting high expectations and acting in a professional manner.

Pastoral care

1. Demonstrate a commitment to safeguarding and promoting the welfare of pupils, ensuring that pupil wellbeing is the focus of all actions undertaken in the role.
2. Assist with the pastoral care of pupils, ensuring that the school meets all pupils' personal and social needs.
3. Provide one-to-one or group pastoral support to pupils, where necessary.
4. Work with staff members in order to remove practical, social and emotional barriers to learning.
5. Raise any concerns regarding pupils' learning and the support they receive with Family Support Worker and Inclusion Leader.
6. Follow up concerns and provide individual support for pupils.

7. Ensure that any concerns are appropriately recorded and reported, including those in relation to attendance, academic performance and pupil wellbeing using the CPOMS system.
8. Plan and implement any specific arrangements for individual pupils, such as intervention programmes, ensuring that relevant staff members and parents are aware of any measures in place.
9. Monitor and assess the implementation of interventions and support programmes, reviewing these and making informed changes where necessary.
10. Discuss individual pupils' needs with relevant members of staff, parents and external agencies, where appropriate.
11. Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.
12. Place a strong focus on pupils' social, mental and emotional health (SMEH) needs.
13. Promote independence, recognising and rewarding achievement of self-reliance.
14. Lead a small lunchtime club.

Supporting Staff

1. Work with the Family Support Worker and Inclusion Leader to ensure continuity of pastoral care throughout the school.
2. Liaise with staff members to ensure the wellbeing of pupils and their full participation in school life.
3. Provide staff members with advice regarding pupil support strategies to ensure pupils' academic, social and emotional needs are met.
4. Write and review individual Therapeutic plans with class teachers
5. Ensure resources are suitable for learning activities and effectively support the needs of pupils.

Academic Support

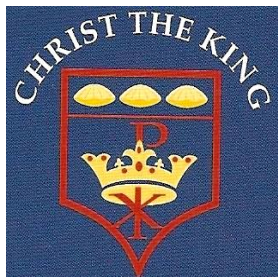
1. Support individual pupils to access the curriculum effectively.
2. Support individual pupils to access break and lunchtimes effectively.
3. Supporting individual pupils or groups in the classroom.
4. Help pupils to access specialist learning resources as required.
5. To produce reports demonstrating impact of interventions.

Career Development and Performance Management

The Pastoral Support Worker is entitled to:

1. An annual review of performance at which this job description will be reviewed;
2. Access to in-service training which will enable the post holder to develop his or her skills for their own personal benefit as well as for the benefit of the school.
3. Supervision meetings with Family Support Worker

November 2024



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PASTORAL SUPPORT WORKER - PERSON SPECIFICATION

PERSON SPECIFICATION	Essential/Desirable
Qualifications	
GCSE Maths and English to grade C or above or equivalent	E
Undertaken behaviour management and safeguarding training.	D
Hold a valid DBS check	D
Experience	
Undertaken relevant and effective CPD	E
Developed and delivered individual and group-based support to pupils	E
Worked with pupils in delivering behaviour management strategies	E
Supporting pupils' SMEH needs	E
Delivered ELSA interventions	D
Skills and knowledge	
Knowledge of common pastoral issues and how to respond to the different situations which may arise	E
Proven awareness and respect for the highly sensitive status of information and its confidentiality	E
Good written and verbal communication skills.	E
An ability to motivate colleagues	E
Knowledge of child protection and safeguarding procedures	E
Knowledge of intervention strategies, including those in relation to behaviour	D
A good understanding of child development, learning processes and barriers to learning	D
Able to work as a team, as well as independently	E
Adapt activities to ensure they are inclusive	E
Be proactive in the protection of children in reference to safeguarding procedures and protocols	E
Develop and implement effective support strategies	E
Identify triggers of poor behaviour and barriers to learning	E
Maintain accurate and up-to-date records	E
Work-related personal qualities	
Commitment to supporting the Catholic ethos of the school	E
To act as a positive role model to others, following the therapeutic approach	E
Excellent verbal and written communication skills	E
Good ICT skills	E
Good time management and the ability to prioritise tasks effectively	E
A well-developed sense of empathy	E
A good attendance and punctuality record	E
High expectations of self and professional standards	E

The ability to maintain successful working relationships with other colleagues	E
High levels of drive, energy and integrity	E
Able to build positive and production relationships with staff members, pupils and parents.	E
Able to consistently promote good behaviour throughout the school.	E
Able to effectively motivate and encourage pupils	E
Able to create and manage own working timetable	E