



SAPIENTIA EDUCATION TRUST

FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION

PASTORAL SUPPORT WORKER

PERMANENT, PART-TIME, TERM-TIME PLUS ONE WEEK, 22.5 HOURS PER WEEK

Line Manager:	Designated Member of the LT
Salary:	Points 18 – 22 of the SET Support Staff Scale FTE £30,559 - £32,654 per annum Pro-rata £15,912 - £17,003 per annum, including an allowance for holiday pay

JOB PURPOSE

To support the pastoral systems in the school, including attendance and behaviour. To be a Designated Safeguarding Lead and work as part of the Safeguarding Team under the direction of the Senior Designated Lead.

THE POST

Framingham Earl High School is a member of the Sapientia Education Trust (SET) an expanding education Trust with 11 Primaries and 9 Secondaries across Norfolk and Suffolk.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The personal competencies expected of all support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others.
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team.
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Pastoral Worker are:

- Have excellent organisational skills and be flexible in managing and executing workloads.
- Have excellent communication skills in person and in writing to respond to staff, parents, students and visitors.
- Able to work in partnership with a wide range of teaching and support staff members to deliver the service to the school and its students.
- Be able to work with minimal supervision, analyse and problem-solve.
- Be able to maintain confidentiality and committed to providing the best possible service to the staff, students and parents.
- Be able to conduct themselves in a confident, professional manner.

The qualifications and previous experience required for a Pastoral Worker are:

- Have a sound track record of working in a pastoral support function or other support function in a school/organisation.
- Be familiar with using IT, including the Microsoft Office package and databases.
- Good literacy and numeracy skills.

JOB DESCRIPTION

GENERAL RESPONSIBILITIES

The Pastoral Support Worker is responsible to designated member of LT and works under the general direction of the Directors of Learning and the Attendance Officer to follow up on day to day attendance issues and behaviour incidents.

The post-holder will be required to comply with Framingham Earl High School's Code of Conduct for Staff and Volunteers.

Framingham Earl High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. He/She must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the schools' programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

SPECIFIC RESPONSIBILITIES

1. To ensure that the pupils at Framingham Earl High School attend and are safe by collecting and reviewing data relating to attendance, punctuality and conduct in

order to identify patterns and then devise, contribute to, and effectively lead the implementation of early interventions to address concerns.

2. To apply the School policies in relation to the safeguarding of pupils and contribute to the identification and support of pupils at risk. In coordination with the line manager, instigate appropriate actions.
3. To analyse and identify trends/patterns in pupil behaviours and work with Directors of Learning to identify those whose attitudes to learning prevent them and their peers from making progress.
4. To identify pupils who do not engage positively with the behaviour and reward policy and devise and implement effective strategies and systems, structures and procedures to secure the improvement of such pupils, ensure their safety and protect the learning of others.
5. To support the successful integration of pupils who have demonstrated challenging behaviours, or who have experienced social and emotional difficulties in other schools into the school.
6. To positively promote and ensure the consistent implementation of all school policies, including the monitoring and support of the conduct of pupils in unstructured and structured times and contribute to the operation of a calm, orderly and safe and stimulating environment where all pupils are valued and encouraged to fully participate.
7. To make and deal with referrals with an identified pupil or cohort and ensure that appropriate records are kept and maintained in order to support the child and their family.
8. To investigate reported incidents, ensuring effective recording and follow up and communication with all parties involved.
9. To liaise with the Learning Support Team and Special Educational Needs Coordinator as required.
10. To liaise and assist with Directors of Learning and Leadership Team on the whole school detention programme.
11. Undertake any other duties that are within the scope of the post, as determined by the Leadership Team.
12. To contribute to the review and evaluation of school intervention strategies in consultation with the Guidance Team to maintain high standards of behaviour.
13. To record incidents using the school's information systems and keep records of incidents dealt with – e.g. bullying, racial incident files.
14. To encourage positive attitudes to learning and behaviour in and around school.
15. To be on-call and be available to respond as needed throughout the day

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to respect and be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding Responsibilities:

- Undertake the responsibilities of the Senior Designated Professional for Safeguarding and lead the Safeguarding Team;
- Deliver Safeguarding Training to all new staff, volunteers and those in regulated activity, ensuring that all staff have access to and understand the School Policy and Procedures; In addition to the above the SDL will:
 - Be able to identify signs of abuse and how to refer concerns;
 - Maintain detailed written records of CP concerns and ensure they are kept secure;
 - Update the Safeguarding Policy as required;

The School will ensure that the Designated Safeguarding Lead will have sufficient time, funding, supervision, and support to fulfil his/her child welfare safeguarding responsibilities effectively. The SVP will have regular reviews of their own practice and opportunities to discuss any concerns they may have about welfare and safeguarding matters. This will include the personal professional duty to report welfare and safeguarding concerns to the local children's services.

HOURS OF WORK

Working weeks	39 weeks (Term Time Plus one weeks)
Hours per week	22 hours 30 minutes
Normal Working Pattern	Monday – Wednesday 07.45 – 15.45
Unpaid Breaks	30 minutes where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet.
Overtime	Additional hours may be worked by mutual agreement with the Headteacher / Line Manager, which will be paid at the Employee's standard rate of pay.

REMUNERATION

Salary Details:

- Points 18 – 22 of the SET Support Staff Scale
- **FTE** £30,559 - £32,654 per annum
- **Pro-rata** £15,912- £17,003 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Framingham Earl High School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.