

	<b>Kennet Federation</b> <b>Pastoral Support Worker</b>
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Responsibility to: SENCO/ Head of school / Executive Headteacher  
Job Purpose: To enhance the wellbeing of vulnerable children  
Job Evaluation: RG5m Q404

**This job description will be agreed with the post holder upon the commencement of their employment** and will be reviewed on an annual basis. The post holder will be responsible to the Head Teacher.

#### Brief description

To support the work of the school by managing the pastoral support provision; engaging with families to encourage them to enable their children to make the most of the opportunities we offer.

We expect the Pastoral Support Worker to work in partnership with families and professionals from a range of statutory, private and voluntary organisations to deliver a range of services for children and families which meet local need and support children's learning.

An important part of the work of the Pastoral Support Worker is the identification of children and families who need support and for this reason the Worker will spend some time in classes working directly with children.

The post holder will work in partnership with the whole school family to secure the very best learning opportunities for all the children in their class. Essential to the role is an active support of and commitment to the School's aims and ethos as expressed in the Vision Statement.

In addition to the duties listed, you may be asked to carry out additional duties deemed reasonable by the Head Teacher.

#### Duties:

#### Teaching and Learning

- Deliver lessons to groups of children under overall direction and supervision of the classroom teacher
- Assist in the educational and social development of pupils under the direction and guidance of the headteacher, SENCO and class teachers.
- Assist in the implementation of Individual Education Programmes for students and help to monitor their progress.
- Provide personalised programmes of support for individual students both inside and outside the classroom to enable them to participate fully in activities.
- Assist class teachers with maintaining student records.
- Support students with emotional or behavioural problems and help to develop their social skills.

#### Pastoral Support

- To manage the delivery of the family support service in line with the school plan and budget.

- To maintain good working relationships and work in partnership with all agencies and individuals involved in the delivery of services and the early identification of need.
- To establish effective and empowering relationships with parents/carers.
- To work in partnership with individuals and families with a view to agreeing plans of work and to review and evaluate outcomes on an ongoing basis.
- To co-ordinate and work with families on specific areas such as bullying, poor attendance and housing issues
- To adhere to appropriate confidentiality and information sharing protocols and legislation with regards to sensitive data between families, staff and other relevant agencies.
- To act as a representative of the school at internal and external meetings/events this includes TAC and attendance panel meetings.
- To provide information and signpost parents/carers as appropriate.
- To take a lead role in service evaluation, monitoring and parent consultations.
- To work at all times in a non-discriminatory, non-judgmental and culturally sensitive manner, this encourages all families to participate fully in the life of the school.
- To identify needs and support excluded families by identifying and organising alternative provision, signposting parents to specific support groups.
- To undertake outreach work, with parents in the home and the community, to provide information, guidance and support on a range of parenting support.
- To provide positive experiences for children which enables them to achieve appropriate development and ensure that the needs of each individual child is catered for.
- To manage a caseload and assessment records of each family/child's progress within their specific care plan and ensure accuracy of recorded information and data.
- To lead on writing and monitoring pastoral support plans for identified pupils, updating and adapting plans to meet changing needs.
- To carry out planned direct work with children and families in the community
- Produce letters, reports and data using Microsoft office for meetings as and when necessary
- To co-ordinate and run extracurricular activities to support the children
- To develop and deliver parenting sessions
- To monitor exclusions and attendance
- To develop appropriate multi-agency approaches to supporting pupils within the school
- To mentor, coach and counsel pupils and parents which would include planning and delivery of specific programs
- To independently look into current research and initiatives in order to deliver school programs (in liaison with the headteacher) and train/mentor Teaching support staff to deliver these programs
- To lead practice and advise colleagues on best practice
- To take a leading role in monitoring the wellbeing and progress of pupils identified as vulnerable pupils and to provide regular reports to the Headteacher.
- To manage relevant budgets, expenditure and resources to support pupils and their families.

### **Attendance**

- Work alongside the school office and EWO to support children within the pastoral support provision and families who have low attendance or are regularly late.
- Provide information to be included in report to governors as requested

## **Safeguarding**

- attend relevant meetings to support any vulnerable children
- Ensure safeguarding paperwork is up to date and records are accurately kept
- Provide information to be included in report to governors as requested

## **Managing own performance and development**

- Set a good example in terms of dress, punctuality and attendance.
- Attend staff and team meetings held within the working day.
- Undertake professional duties that may be reasonably assigned by the Headteacher or Deputy Headteacher.
- Be proactive in matters relating to Health and Safety.
- Be prepared to undertake such in-service training as will enable the postholder more efficiently to carry out the role and better to assist the children

The post holder will:

- Understand the need to take responsibility for their own professional development and to keep up to date with the curriculum
- Understand their professional responsibilities in relation to school policies and practices
- Set a good example to the pupils they teach in their presentation and their personal conduct
- To take part in and contribute towards own regular supervision to improve work skills and practise

## **Relationships**

The post holder will work to:

- Establish close relationships with pupils and their parents
- Establish effective working relationships with professional colleagues
- Establish constructive working relationships

## **School support**

The post holder will:

- Be aware of policies and procedures relating to Health and Safety, Safeguarding, Confidentiality and Data Protection
- Attend relevant training courses as and when required
- Accompany staff and pupils on visits, trips and out of school activities as required

Above the gateway SP 26-28

## **Safeguarding**

- Work in conjunction with the Headteacher on appropriate safeguarding matters, and taking the lead in advising and training support staff , ensuring paperwork is completed and monitoring safeguarding concerns

**Pastoral Support**

- Develop and implement individual development plans for pupils including attendance at, and contribution to reviews.
- To take the initiative to develop appropriate multi-agency approaches to supporting pupils within the school
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning

**General**

- To follow school Health & Safety and Safeguarding procedures and notify relevant officer of any issues.

Signed		Date	
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