



## The King's School Job Description

### PASTORAL SUPPORT WORKER

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To build effective working relationships with other members of the pastoral team and, in particular, other staff in Student Support and the linked Head of House.</li> <li>To support students with their emotional health and well-being by dealing proactively and reactively with situations that are presented.</li> <li>To provide a positive and welcoming impression of the school, helping to deal with a wide range of student-facing enquiries.</li> <li>To build positive relationships and provide excellent communication with a wide range of stakeholders including students, staff, parents and key external agencies.</li> <li>To reduce barriers to learning and to support students to achieve high levels of attendance, behaviour, and engagement with school and their studies through a holistic approach around the student and their family.</li> </ul>
<b>Reporting to:</b>	Deputy Head-Student Support, and the relevant Head of House
<b>Liaising with:</b>	Deputy Head-Student Support, linked Head of House, teaching staff, other Heads of House, Heads of Department, relevant support staff, external agencies and parents.
<b>Working time:</b>	Between 08:30 and 17:00 Monday to Friday during term-time (35 hours per week, 39 weeks per year. This includes 5 INSET/training days). There will be an agreed pattern of work to ensure coverage in Student Support before and after school and attendance at some meetings and evening events.
<b>Salary/Grade:</b>	Grade D (£16,612-£18,964)
<b>Disclosure level:</b>	Enhanced
<b>Key Tasks:</b>	<ul style="list-style-type: none"> <li>To deal promptly and effectively with students who present themselves in Student Support for help and support.</li> <li>To deal promptly and effectively with parents who may have concerns about their children.</li> <li>To deal with safeguarding issues and make MASH referrals in liaison with the DSL.</li> <li>To have an up-to-date knowledge of strategies to improve behaviour, attendance and emotional health and identify the most suitable approach/intervention to meet the individual student's needs.</li> <li>To act as a mentor to identified students in the relevant House to help support student improvement on issues such as emotional health, behaviour and attendance.</li> <li>To gather information on behaviour incidents and deal with students as a 'first call'.</li> <li>To assist in managing challenging student behaviour.</li> <li>To maintain an effective working relationship with the linked Head of House.</li> <li>To liaise with relevant staff regarding the welfare of students.</li> <li>To maintain accurate student records through logging incidents on the school's Management Information Systems and internal documents such as the attendance spreadsheet.</li> <li>To work with families to try and ensure that appropriate support is in place including setting up and monitoring Early Help cases in liaison with the linked Head of House.</li> <li>To lead TAF meetings when the HOH is unable to attend.</li> <li>To be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.</li> </ul>



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<b>Key Tasks continued:</b>	<ul style="list-style-type: none"> <li>▪ To deal with First Aid issues on a day-to-day basis.</li> <li>▪ To deal with day-to-day issues relating to uniform.</li> <li>▪ To liaise with teachers to organise work for students placed in Internal Exclusion or suspended, supervising and working with those students in Internal Exclusion.</li> <li>▪ To support other staff with the Early Help process.</li> <li>▪ To take on one of the four roles assigned to Pastoral Support Workers by the Senior Leadership Team.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>▪ To take part in the school's staff development programme.</li> <li>▪ To continue personal development in the relevant areas.</li> <li>▪ To engage actively in the appraisal process.</li> <li>▪ To play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.</li> <li>▪ To support the teaching staff and thereby the achievement and progress of students.</li> <li>▪ To provide a level of sustained and substantial contribution to all aspects of the school, commensurate with experience and pay grade.</li> <li>▪ To actively promote the school's corporate policies.</li> <li>▪ To establish constructive relationships and communications.</li> <li>▪ To comply with the school's Health &amp; Safety policy.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<p>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.</p> <p>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.</p>	
<p>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.</p> <p><b>We are committed to safeguarding the welfare of students so all staff are enhanced DBS checked.</b></p>	