Post title	Pastoral Support Worker (Personal Development, Behaviour and Welfare)
Salary and grade:	35 hours NJC Grade 5 (Pay Point 15-22) Actual Salary £25,727 – 28,877
FTE:	£31,015 – 34,812
Line manager/s:	Assistant Headteacher (Behaviour)

Main purpose of the job:

The Teaching Assistant (Pastoral) will be a member of a multi-disciplinary team, under the leadership and supervision of the Assistant Headteacher/SLT focused on maintaining high standards of personal development, behaviour and welfare.

The post holder will ensure that they support our shared vision, ethos and strategic plan that supports all our children/young people. They will work with small groups providing support and interventions for pupils. They will play a key role in supporting families and working with external agencies to ensure the safety of our pupils is paramount.

Key duties and responsibilities

The post holder will:

- work alongside the Assistant Headteacher (Behaviour) to develop and deliver appropriate strategies/interventions relating to behaviour, welfare & attendance;
- contribute towards developing and achieving whole school priorities, including; promoting high standards of behaviour for learning and/or attendance;
- develop and implement mentoring / support programmes to deliver to identified groups of pupils; they will deliver targeted support and interventions to students with Social, Emotional, Behavioural and Mental Health needs (SEMH), along with emerging neuro-diverse conditions in accordance with their EHCP.
- work collaboratively with teaching staff and Learning Assistants to support pupil engagement/learning; they will provide support and guidance to teachers to ensure that students with Social, Emotional, behavioural and Mental Health needs, learn effectively and make good progress, this will include classroom support, 1:1 interventions and additional planning meetings.
- work in partnership with colleagues to promote the learning and welfare of students by providing practical and learning support to students throughout the school;
- deliver pastoral support to students and staff and liaising with parents and carers;
- provide teaching / supervisory support in the Pastoral room as required;
- contribute to the statutory SEND code of practice and assist in activities including admissions & the consultation process where required;
- to support with transition arrangements between key stages;

Additional responsibilities

In addition to the responsibilities outlined above the post holder will:

- take operational responsibility for the daily administration of medicines in school under the direction of the Medicines in School Lead. This will include overseeing the daily administration of medicines in school and ensuring training is up to date for those administering medicine.
  - form part of the safeguarding team as a Deputy Designated Safeguarding Lead.
  - Mental Health First aider (training to be provided)

Monitoring and Evaluation

- To take an active role in annual Reviews and to evaluate pupils' progress towards meeting their targets;
- Under the guidance of the Assistant Headteacher, take responsibility for the development of pastoral support plans and behaviour plans for pupils and to evaluate pupils' progress towards meeting their targets.
- To maintain regular and productive communication with parents/carers, and to report on progress and achievements.
- To establish constructive relationships with other agencies/professionals, in liaison with the Assistant Headteacher.

Additional duties:

As appropriate, the post holder's duties must be carried out in compliance with the following:

- Equal Opportunities Policy and Strategy;
- Information and Data Security Policies;
- ESFA's Financial Regulations as set out in the Academy Handbook;
- Health and Safety at Work Act (1974) (and subsequent health and safety legislation);
- Data Protection Act 2018;
- Information Records Management Toolkit for Schools.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

Person Specification

		Essential	Desirable
Qualifications, Skills and Knowledge, Skills & Knowledge	Level 5/6 qualification e.g. Bachelor Degrees, Graduate Certificates and Diplomas, or Level 5 qualification e.g. Diplomas of HE and FE, foundation degrees and HNDs Or Evidence of the equivalent level of knowledge gained through work experience		●
	Meet the HLTA standards or have an equivalent HLTA qualification or experience		●
	Knowledge and experience of planning, preparing, delivering and evaluating learning activities	●	
	Experience of assessing pupil progress and reporting on development and attainment	●	
	Experience of providing support and guidance to other teaching support staff and ability to supervise staff	●	
	Experience of working as a Mental Health First Aider		●
Experience	Experience of working with children and young people with Special Educational Needs and Disabilities		●
	Experience of working with national curriculum and other strategies in a school environment		●
Thinking Ability	A passion for working with children and young people with Special Educational Needs	●	
	Hold high expectations for children and young people's learning and achievement	●	
	An understanding of relevant policies and awareness of relevant legislation	●	
	An understanding of national and foundation stage curriculums and accreditation	●	
	An understanding of child development	●	
	An understanding of Individual Education Plans	●	
	Ability to review learning needs and actively seek learning opportunities	●	
	The capacity to use ICT to improve the quality of provision		●
	Awareness of the need to maintain confidentiality	●	
Personal Effectiveness	Good communication skills	●	
	Good interpersonal skills	●	
	A team player with a collaborative approach	●	
	Ability to manage own time, prioritise tasks and proven organisational skills	●	
	Positive, ambitious and forward looking	●	
	Resilient and easily adaptable to change	●	
	Honesty and integrity	●	

	Passionate and enthusiastic about making a difference	●	
	Child-centred and committed to achieving the best outcomes for pupils	●	
	Ability to work with children and young people that present challenging behaviour	●	
General	The flexibility to meet the full range of job requirements	●	
	A commitment to safeguarding and promoting the welfare of children and young people	●	
	Commitment to the school's aims and values	●	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	●	
	An understanding of and commitment to equal opportunities	●	