

Pastoral Support Worker – Job Description/Person Specification

We are looking for an enthusiastic and committed Pastoral Support Worker to join our dynamic Guidance and Achievement team. Reporting to the Assistant Headteacher for Inclusion and working in the On Call office, your role will be to support the behaviour and pastoral welfare of our students.

Main responsibilities:

- To provide pastoral support to students experiencing difficulties on a day-to-day basis
- To work as part of the team that responds to challenging behaviour
- To provide information, advice and structured intervention to enable students to make positive choices about their behaviour, attendance and social interactions (*support with structuring and resourcing intervention will be given*)
- To liaise with teaching and support staff to share strategies for support
- To liaise with staff, parents and relevant outside agencies as appropriate
- To develop strong links between the school and families in order to improve educational opportunities for students and to promote a positive attitude towards school
- To adopt the keyworker role for named students, to include monitoring their progress, attending any relevant meetings and reporting any concerns to the SENCo and Head of Year
- To comply with confidentiality and safeguarding procedures

Essential attributes/experience:

- To work well as part of a team
- To be positive and enthusiastic
- To be sympathetic to the needs of others
- To have a positive attitude to personal development and training
- Excellent interpersonal and communication skills
- Previous experience working with children/young people
- Knowledge of child protection/safeguarding procedures

Desirable attributes/experience:

- Emotional Literacy Support Assistant (ELSA) qualified
- Previous experience working in a secondary school environment
- Previous experience working with children/young people with special educational needs

The successful candidate will have to meet the requirements of the person specification, will be required to have an enhanced DBS check and will have applied via the school application form. Ringwood School is committed to safeguarding students. We welcome applications regardless of age, gender, ethnicity or religion.

Working hours:

Full time (37.00 hours per week), term time only plus 2 INSET days (44.37 weeks per annum)

Salary: Grade D, Point 1, £18,582 p.a. (FTE £21,778 p.a.).

If you would like to apply, please complete a **Support Staff Application form** on our website:
<https://www.ringwood.hants.sch.uk/vacancies/support-vacancies>

Closing date: Midday on Sunday 3rd July 2022