

ST ANNE'S CATHOLIC SCHOOL

JOB DESCRIPTION – Pastoral Support Worker (Subject to Job Evaluation)

1.	INTRODUCTION	
	NAME OF POST HOLDER:	
	Post Title:	Pastoral Support Worker
	Post Purpose: To provide support to HOY and SLT in managing all aspects of pastoral care and student welfare.	
	Reporting to:	Senior Pastoral Manager
	Responsible for:	Supporting the day-to-day work of the pastoral team
	Liaising with:	Heads of Year, Senior Leadership Team, Pastoral Team, External Agencies
	Working Time:	Full time – 37 hours (Term time only); 8.00am-4.30pm (4pm Fridays) (1 hour lunch to be taken outside school lunch break)
	Salary/Grade:	Grade 6 point 12 – point 17
	Disclosure level	Enhanced

2.	Accountability for leading, managing and developing the designated area	
A.	Provide support for the pastoral team with students on a day-to-day basis.	
B.	Cover, where required, for any absent staff in the pastoral team.	
C.	Undertake daily attendance activities for specified year groups.	
D.	Conduct investigations, take statements and report results to pastoral staff or senior leaders for action.	
E.	Create and maintain a comprehensive up to date record of intervention and strategies for identified pupils.	
F.	Implement and analyse the use of data for attendance discipline and rewards.	
G.	To contribute to multi-agency work and apply outcomes to meet pupil needs.	
H.	Develop, manage and facilitate pastoral support groups within school e.g., self-esteem, restorative practice.	
I.	To supervise detentions after school as required.	
J.	Liaise with families as required, including the participation in home visits, if necessary.	

K.	Liaise with other members of the pastoral team to discuss attendance issues, including external agencies as required.
3.	Impact on educational progress beyond assigned pupils
A.	Maintain high and consistent standards of behaviour and uniform across the school.
B.	Support the work of teaching staff in and out of the classroom.
4.	Administration
A.	Ensure all record-keeping is accurate and timely.
B.	Implement attendance procedures, e.g. telephone calls, emails and letters home; complete fixed penalty and other external paperwork.
C.	Keep confidential pupil files and CPOMS entries up to date.
D.	Accompany school trips.
E.	Cover for absent teachers in emergencies.
F.	Supervise pupils in exams if required.
5.	Other duties
A.	Act at all times in line with the school's Safeguarding and Child Protection procedures.
B.	Act at all times in line with the school's Health and Safety procedures.
C.	Act at all times in line with the school's Catholic Ethos.
D.	Be flexible to the unknown needs of working in the pastoral team of a busy secondary school, supporting colleagues positively at all times; this may include working out of other areas of the school to provide support in these areas.
E.	Ensure strict confidentiality in all areas of work.
F.	Attend and contribute to staff meetings and INSET days as required.
G.	Carry out other duties at the reasonable request of the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Specific tasks for the post holder will be reviewed by the Senior Leadership Team on an annual basis in line with the School/Department Development and Improvement Plan where applicable.