

Windhill21

Recruitment Information Pack

Pastoral Support Worker

January 2022

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Welcome from the Headteacher

Dear Applicant

Thank you for your interest in this post. I am delighted to have this opportunity to provide you with some details about our school and information about the post.

Windhill21 is an academy where every child is valued; a school which ignites the spark of curiosity, creativity and individuality. It is through our inspirational teaching and a culture of possibility that the children at Windhill21 achieve their potential. We believe that a 'growth mindset' attitude is essential; a belief that hard work and effort leads to success, not just natural talent or ability. Our outstanding OFSTED report and exceptional academic standards are only part of the story. Through dynamic teaching methods and an inspirational ethos, our children will inherit a lifelong zest for learning; building high self-esteem and a strong determination to succeed. The children at Windhill21 are encouraged to explore, invent and create. By steering their natural curiosity, we inspire children to be confident, bold and resilient, needing challenge.

We live in a global society and it is imperative that young people have an understanding of how their actions and choices impact on the lives of others. Our children represent our diverse community and we value the children's varied contributions. With this in mind, we are committed to developing an inquiry based international curriculum at Windhill21.

Alongside this, we recognise that ICT is progressing at an ever accelerating rate with the capability of exciting and enhancing our curriculum. Come and see our impressive range of technology we offer and how it is used to enthuse, inspire and immerse the children in their learning.

The strong team of Windhill21 consists of outstanding staff and governors who work tirelessly together using their expertise, enthusiasm and experience to move our school forward. Our dynamic approach and dedication will ensure continuing rewards for Windhill21. Rigour and accountability will be maintained along with a will for everyone, pupils and staff alike, to continue to enjoy success.

If the idea of working at Windhill21 excites you and you feel you have the skills detailed in the person specification, we will be delighted to receive your application.

Yours faithfully



Philippa Moore

Job Description: Pastoral Support Worker

Pay grade:	H5 to H7 (depending on experience)
Salary:	£15,247 to £20,235
Hours:	32.5 hours per week Monday to Friday (8.00am to 4pm) Term time only
Responsible to:	Headteacher
Line Manager to:	Any teaching assistant(s) dedicated to pastoral care

Purpose of the Role:

This post is an additional school based staff member whose job it is to support children and their families and reduce barriers to learning. These barriers to learning may be a result of something happening within the school or externally.

The Pastoral Support Worker will work alongside teaching staff and existing pastoral systems to provide an extra layer of support for pupils.

Key tasks to support families

- To engage with vulnerable families in order to formulate a package of support;
- To act as a point of contact in school for families in need of support;
- To build effective relationships with families and to signpost and refer families for support when appropriate;
- Liaise professionally with external agencies;
- To complete, where appropriate, the Families First Assessment Early Help Module (EHM) with engagement of families to assist them in seeking the most appropriate support;
- To maintain regular contact with families of children receiving support to encourage positive family involvement in the child's learning;
- To maintain record keeping in accordance with the policies and procedures in place in school;
- To promote parent/carer engagement.

Key tasks to support pupils

- Establish good working relationships with pupils, acting as a role model and setting high expectations;
- To identify children in need of social, emotional and mental health (SEMH) support and implement specialist interventions to support their needs;
- Provide consistent support to all pupils, responding appropriately to individual pupil needs;
- To work closely with SENCO to support children with needs;
- Assist with the development and implementation of Behaviour Support Plans;
- Promote inclusion and acceptance of all pupils;
- Encourage pupils to interact with others positively and engage in activities led by the teacher;

- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure;
- Provide one-to-one support for pupils in a social and emotional capacity as and when required;
- Be available to support pupils during the lunch period in order to help them resolve conflicts and reflect on their behaviour.

Key tasks to support staff

- To line manage any teaching assistants dedicated to pastoral care;
- Deliver positive behaviour training where required;
- Work with the Office Administrator (Pupils and Data) to review and support school attendance, identifying patterns of absences and implementing strategies to improve school attendance, liaising and meeting with the school attendance improvement officer (LAAO) as required;
- Support the Senior Leaders in identifying possible under attainment and underachievement linked to poor attendance, behaviour or other barriers external or internal;
- Assist in the implementation of Individual Behaviour Support Plans and take an active role in the review process;
- Create and maintain a purposeful, orderly and supportive environment, in accordance with plans
- Report progress of pupils through case studies
- Undertake pupil record keeping
- Promote good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers and communicate information as required.

Key Tasks to support the school

- Interrogate attendance data to track vulnerable groups;
- Analyse red card behaviour, implement support strategies for pupils as required to achieve positive behaviour outcomes;
- To support the writing of policies e.g. behaviour, attendance, anti-bullying;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the school ethos, aims and development/improvement plan;
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils;
- Attend and participate in regular meetings as appropriate and report back;
- Participate in training and other learning activities as required;
- Establish own best practice and use to support others;
- Assist in the supervision, training and development of other learning assistants;
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools;
- Assist in the organisation, monitoring and delivery of training to students and other adults on placement.

Additional

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements;
- To be responsible for improving own practice through observation, evaluation, discussion & training;

- To comply with the General Data Protection Regulations (GDPR) and school policies and procedures;
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.



Person Specification: Pastoral Support Worker

	Essential	Desirable
Knowledge and Skills		
Good numeracy and literacy skills	X	
Knowledge of health, well-being and safety	X	
Understanding of Keeping Children Safe in Education	X	
Understanding of the school's ethos, vision and values.	X	
Understanding and applying behaviour management strategies	X	
Excellent communication skills with pupils and adults (written and verbal)	X	
Articulate	X	
Competencies		
Confidence	X	
Nurturing nature	X	
Active listening	X	
Motivation and keen to develop	X	
Patience	X	
Optimism	X	
Ability to work with a minimum of supervision and within a team	X	
Flexibility and adaptability	X	

Safeguarding Statement

Windhill21 is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Academy's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Additional Information

This role will be reviewed annually as part of the performance management and appraisal process.

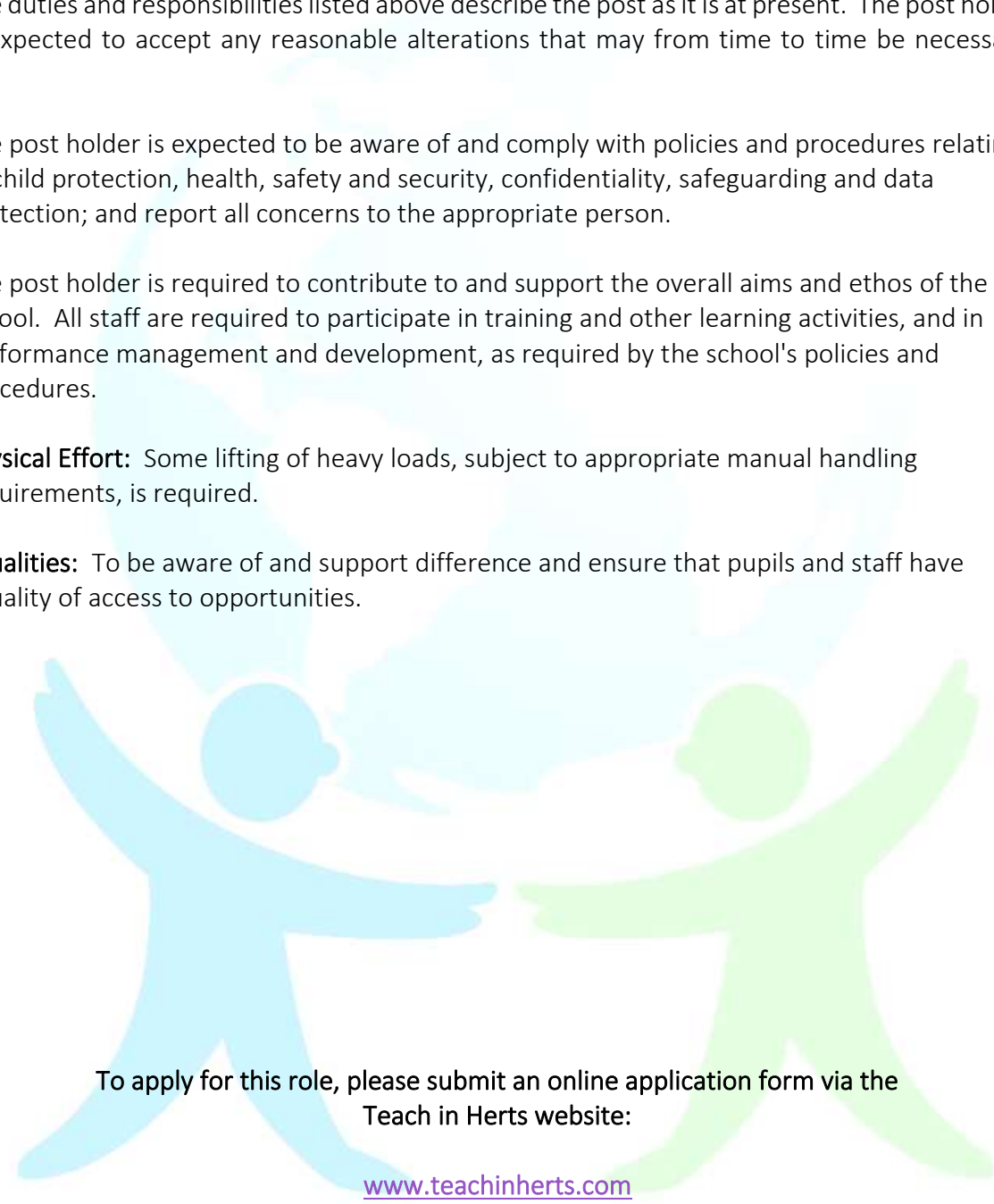
The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The post holder is expected to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, safeguarding and data protection; and report all concerns to the appropriate person.

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and procedures.

Physical Effort: Some lifting of heavy loads, subject to appropriate manual handling requirements, is required.

Equalities: To be aware of and support difference and ensure that pupils and staff have equality of access to opportunities.



To apply for this role, please submit an online application form via the Teach in Herts website:

www.teachinherts.com
