

**SAPIENTIA EDUCATION TRUST**

**FAKENHAM ACADEMY & SIXTH FORM - JOB DESCRIPTION**

**PASTORAL WORKER**

**Full time, permanent contract**

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| **Line Manager:** | Progress Leader |
| **Salary:** | FTE: SCP 11 £21,748 – SCP 13 £22,627  **Pro rata;** **£18,622 - £19,722** |

**THE POST**

Fakenham Academy & Sixth Form, part of the Sapientia Education Trust (SET), seeks to appoint a Pastoral Worker to join their SEND team. The core purpose of the Pastoral Worker is to support the pastoral systems in the school, including attendance and behaviour. The Pastoral Worker will also act as a Designated Safeguarding Lead if required under the direction of the Senior Designated Lead.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

Fakenham Academy & Sixth Form is a community school with 654 students in the main school and 160 in the sixth form. At our last Ofsted in January 2019 we were deemed ‘Good’ in all areas. We serve a large rural area in the heart of North Norfolk. Fakenham itself is a small but busy market town with a population of some 8,000, ten miles from a beautiful coastline and midway between Norwich and King’s Lynn. It has good road links and house prices in the town or surrounding villages are above the national average.

We are proud of our academic achievements, and our incredibly broad and varied curriculum both in the main school and in our sixth form. In 2019, the A Level pass rate was 100%, with 72% at grades A\*-C, and 39% of students achieving grades A\*-B. Our P8 figure for GCSE results in 2019 was +0.07 with 57% of students achieving basics in English/Maths, which puts us above the national average for students’ progress. The last five years have seen a continued trend in improving GCSE and A Level results.

**PERSON SPECIFICATION**

The personal competencies expected of all support staff are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges

The qualifications and previous experience required for a Pastoral Worker are:

* Have excellent organisational skills and be flexible in managing and executing workloads.
* Have excellent communication skills in person and in writing to respond to staff, parents, students and visitors
* Able to work in partnership with a wide range of teaching and support staff members to deliver the service to the school and its students
* Be able to work with minimal supervision, analyse and problem-solve
* Be able to maintain confidentiality and committed to providing the best possible service to the staff, students and parents
* Be able to conduct themselves in a confident, professional manner

The qualifications and previous experience required for a Pastoral Worker are:

* Have a sound track record of working in a pastoral support function or other support function in a school/organisation
* Be familiar with using IT, including the Microsoft Office package and databases.
* Good literacy and numeracy skills

**JOB SPECIFICATION**

**General Responsibilities**

The Pastoral Support Worker is responsible to the Progress Leader and works under their direction to follow up on day to day attendance issues and behaviour incidents.

The post-holder will be required to comply with Fakenham Academy’s Code of Conduct for Staff and Volunteers.

Fakenham Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. The successful candidate must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the schools’ programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Specific Responsibilities**

* To ensure that the pupils at Fakenham Academy attend and are safe by working with the Progress Leader in assisting to collect and review data relating to attendance, punctuality and conduct in order to contribute to, early interventions to address concerns.
* To apply the School policies in relation to the safeguarding of pupils and contribute to the identification and support of pupils at risk. In coordination with the line manager, instigate appropriate actions.
* To support the work of the Progress leader by supporting them in their identification of trends and patterns in pupil behaviours and, under their direction, support students whose attitudes to learning may be holding them back from making progress.
* To work with pupils who do not engage positively with the behaviour and reward policy and implement effective systems, structures and procedures to secure the improvement of such pupils, ensure their safety and protect the learning of others.
* To support the Progress Leader in the successful integration of pupils who have demonstrated challenging behaviours, or who have experienced social and emotional difficulties in other schools into the school.
* To positively promote and ensure the consistent implementation of all school policies, including assisting the Progress leader in monitoring and support of the conduct of pupils in unstructured and structured times and contribute to the operation of a calm, orderly and safe and stimulating environment where all pupils are valued and encouraged to fully participate.
* To make and deal with referrals with an identified pupil or cohort and ensure that appropriate records are kept and maintained in order to support the child and their family.
* At the request of Progress leaders, to investigate reported incidents, ensuring effective recording and follow up and communication with all parties involved.
* To liaise with the Special Educational Needs Coordinator as required.
* To liaise and assist with the Progress Leader on the whole school detention programme.
* Undertake any other duties that are within the scope of the post, as determined by the Progress Leader
* To record incidents using the school’s information systems and keep records of incidents dealt with – e.g. bullying, racial incident files.
* To encourage positive attitudes to learning and behaviour in and around school.
* To be on-call and be available to respond as needed throughout the day
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* 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.
* Employees are expected to respect and be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* 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.
* 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.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | 39 |
| Working weeks | Term Time +1 |
| Hours per week | 37 |
| Normal Working Pattern | Monday – Friday (7.5hours Mon-Thur & 7 hours Friday) |
| Paid Breaks | 30 minutes unpaid lunch break |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. The salary includes an additional 5.32 to 6.28 weeks as holiday pay. |

**REMUNERATION**

* Points 11-13 of the Support Staff Salary Scale
* **FTE:** £21,748 – £22,627 per annum
* **Pro rata; £18,622 - £19,722**

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Fakenham Academy & Sixth Form employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Fakenham Academy & Sixth Form’s Performance Management Programme.