

## Role Profile

|                    |  |
|--------------------|--|
| <b>Service:</b>    |  |
| <b>Location:</b>   | <b>Various – Community Schools within London Borough of Barnet</b>           |
| <b>Job Title:</b>  | <b>School Pastoral Care – Level Two</b>                                      |
| <b>Grade:</b>      | <b>F</b>   |
| <b>Post No.:</b>   |  |
| <b>Reports to:</b> | <b>Headteacher/Deputy Headteacher/School Business Manager/Office Manager</b> |

### 1. Purpose of Job:

To deliver pastoral care and associated administrative support for the school or other learning establishment, and/or monitor the attendance and punctuality procedures.

May be a member of the School Inclusion / Pastoral Team

### 2. Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. This section of the role profile gives examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

#### First aid and health-related support

- Provide routine and emergency first aid for pupils and deal with minor illnesses, contacting parents as necessary. First aid may also be administered to staff and visitors
- Ensure that an emergency stock of prescribed medication is available for identified pupils as and when required, in line with parental consent and with the appropriate documentation completed
- Accompany pupils to doctors' surgeries or hospital as necessary until parent/carer arrives
- Attend to ill pupils, including changing or cleaning clothes as needed, and notifying parents/carers as required
- Inform teachers and parents/carers if visits to the medical room by an individual pupil become regular or concerning

- Notify head teacher/appropriate person immediately of unusual marks, bruising etc, so that the possibility of non-accidental injury may be investigated
- Ensure that first aid supplies are available and maintained in accordance with agreed requirements and re-order as necessary
- Liaise with and seek advice from the school nurse and/or other healthcare professionals
- Ensure individual medical plans have been completed for new and existing pupils, are updated as appropriate and are followed when providing medical/pastoral care
- Ensure relevant staff are up to date with health information generally and for individual pupils
- May assist with organising health-related visits, for example, weigh and measure, hearing tests, dental inspections
- May provide teaching staff with appropriate medication and other basic first aid resources for school trips
- Update the accident book and/or other record management system, ensuring accurate recording of all accidents, incidents and near misses, notifying head teacher/appropriate person of any serious injuries, for example a head injury
- Analyse straightforward information on medical accidents, incidents and near misses and evaluate data and information, including creating and running straightforward reports for the head teacher
- Under direction of senior staff, provide standard letters to parent/carers on general health matters or recommend to other members of staff that a letter should be distributed

### **Attendance and Punctuality**

- Check attendance registers daily to monitor pupil absence and contact parents/carers and record reasons for absences, alerting the head teacher of any concerns
- Send letters to parents/carers regarding absence or punctuality in accordance with the school's attendance policy
- Produce attendance data and complete absence return forms and other analysis as required by the school and other organisations

### **Pupil care and wellbeing**

- Liaise with the Educational Welfare Officer, Targeted Youth Worker or other professional agencies to support the pastoral care of identified pupils

- Liaise with the school's Pastoral team, SENCo, other relevant staff and parent/carers to provide pastoral care and support to identified pupils
- Promote and reinforce the routines, policies and practices relating to good relationships, behaviour and learning in accordance with school policies
- Promote pupil's equality, diversity, rights and encourage responsibilities in line with the school policy
- May help monitor specific and targeted pupil's progress in achieving pastoral and behavioural targets
- May undertake investigation of specific behavioural incidents and report findings to appropriate person
- May provide pastoral care advice and support to parents/carers on a range of school matters, for example, school admissions, school transitions

### **School support**

- Support the school with special events, such as school concerts, plays, parents' / carers' evenings.
- May assist or run a school club(s)

### **3. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

### **4. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

### **5. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

## PERSON SPECIFICATION

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### Knowledge, training and experience

- Educated to NVQ level 3 / AS or A2 level or equivalent experience
- Knowledge and good understanding of relevant school policies and procedures, such as safeguarding, health and safety, positive handling, data protection, managing behaviour, equal opportunities, school attendance
- Knowledge and good understanding of relevant legislation and statutory guidance
- Appropriate level of safeguarding training
- Awareness and understanding of issues relating to equality of access and opportunity
- Age appropriate first aid qualification, for example Paediatric, 6-12 years
- First Aid at Work Qualification
- Experience of working with children and young people, preferably in an educational setting
- Undertake further training as required, such as training on Downs Syndrome, ADHD, Autism Epilepsy, use of Epi-pen, allergies, Team Teach, conflict resolution, restorative justice
- Able to use routine office equipment, such as photocopiers, printers
- Microsoft Office software packages, for example Word and/or in-house software packages

## Skills

### **Planning, organising and controlling skills**

- Work within school policies, statutory frameworks and guidance to deliver a range of pastoral care services during the day to pupils, parents/carers, and the school with some need to prioritise tasks and organise own workload
- Provide pastoral care and wellbeing support, together with the associated administrative tasks, for example, first aid, attendance and punctuality procedures, liaising with pupils and their parents/carers and with professional agencies regarding the care and wellbeing of identified pupils
- Work within generic and specific risk assessments for medical and health-related situations
- For identified pupils, follow the requirements of their individual medical plans when providing medical/pastoral care
- Safeguard and promote the wellbeing of pupils in accordance with school safeguarding policies
- May contribute to policies and practice which promote inclusion and engagement by pupils

### **Communication and influencing skills**

- Provide information to head teachers, teachers, other school employees
- Provide advice, guidance and support to pupils and their parents/carers
- Build and maintain effective working relationships with parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided
- Work with sensitivity and maintain confidentiality when working with pupils and their parents/carers
- Use good listening skills and communicate appropriately with pupils and their parents/carers
- Maintain appropriate professional boundaries in all contacts and support of pupils and their parents/carers

### **Initiative and Innovation skills**

Work within school policies, statutory frameworks and guidance to provide a pastoral care services to pupils, parents/carers and the school

Use initiative and make decisions to:

- Analyse pupil attendance and punctuality data and identify pupils who need pastoral care and support to improve attendance and/or punctuality
- Provide straightforward pastoral support to pupils and their parents/carers to identify and overcome barriers to engaging in the learning process
- Analyse pupil attendance and punctuality data, identify trends and patterns, and report findings to the head teacher

(The above examples are not exhaustive)

## Supplementary Information Form

|   |   |
|---|---|
| <b>Post Title</b>                       | <b>School Pastoral Care – Level Two</b>   |
| <b>Service Area</b>                     | <b>Various – Community Schools within London Borough of Barnet</b>  |
| <b>Job Ref Number</b>                   | For office use  |
| <b>Budget management accountability</b> | <p>Please describe the accountability for managing budgets and their value, if applicable</p> <p>No direct budget responsibility but may handle small amounts of cash, in line with school policies and procedures</p>  |
| <b>Staff management accountability</b>  | <p>Please describe the accountability for managing or supervising employees or equivalent, if applicable</p> <p>No staff supervision</p>  |
| <b>Physical effort</b>                  | <p>Please describe any physical effort associated with the job that is over and above normal office requirements</p> <p>Occasionally there may be a requirement to use positive handling techniques in accordance with school policy and after appropriate training</p>   |
| <b>Working environment</b>              | <p>Please describe any adverse working conditions associated with the job that are over and above normal office environment, including abuse and aggression from the public.</p> <p>The job is based within a nursery school, school or other learning establishment which are pleasant work environments</p> <p>Regularly assist pupils to change out of soiled clothing</p> <p>Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in</p> <p>Occasionally exposed to challenging behaviours from pupils who may be confused, angry or upset at the situations they find themselves in</p> |

## Role Profile Checklist

- 1 The role profile contains a **job purpose** statement that clearly and concisely describes the overall purpose of the job. This should be a short statement, usually 2 or 3 sentences at the most.
- 2 The role profile contains a number of **accountability or responsibility** statements that describe the role in more detail.
- 3 The role profile contains a **person specification** that clearly details the knowledge, skills and experience required by somebody to carry out the job.
- 4 The role profile contains the level and type of qualification (or equivalent experience) required to carry out the job
- 5 The SIF contains specific information concerning accountability for managing or monitoring budgets and/or the management or supervision of other people.
- 6 The SIF contains specific information concerning the physical effort and/or working conditions experienced in the role. (over and above 'normal' office environment)

### DECLARATIONS

This role profile and supplementary information form provides a fair reflection of the responsibilities, duties and demands of the role and the knowledge, skills and competencies required to carry it out.

Line manager to tick the appropriate boxes below:

|   |   |                          |
|---|---|--------------------------|
| 1 | Consulted with individual jobholder if applicable (do not tick if the job covers more than one jobholder)   | <input type="checkbox"/> |
| 2 | Consulted with group/sample of jobholders if applicable (do not tick if the job covers just one jobholder)  | <input type="checkbox"/> |
| 3 | Trades union involved in the update process if applicable (please tick if a trade union representative has been involved in the update process. For example, if the individual is a union member and requested their rep be involved or where there are larger groups of employees) | <input type="checkbox"/> |
| 4 | No jobholder as job is currently vacant   | <input type="checkbox"/> |
| 5 | Role being evaluated is for a restructure consultation  | <input type="checkbox"/> |
| 6 | Jobholder not consulted – Other reason: Please specify:   | <input type="checkbox"/> |

| Line Manager | Head of Service |
|--------------|-----------------|
| Print        | Print           |
| Sign         | Sign            |
| Date         | Date            |



