

COPLESTON HIGH SCHOOL

JOB DESCRIPTION

POST HOLDER:	Pastoral Support Worker		
SALARY:	Grade 3 (below the bar)	37 hours	40 weeks
LINE MANAGER:	Head of Year		
JOB PURPOSE:	To support Heads of Year and the pastoral team and to have a strong presence around the school supporting students' pastoral needs and supervising the IEU as required		

LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have knowledge of a range of organisation policies and procedures.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations to solve varied problems. More complex problems will be referred to line manager.

There may be some need to use analytical, judgemental, creative and developmental skills.

Manager is available for direction and guidance.

No requirement to supervise others, but may demonstrate tasks to new colleagues or give advice and guidance to others.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

EXAMPLES OF DUTIES AT THIS LEVEL

Support for Students

- To understand and use a range of school strategies to support the management of student behaviour.
- To provide signposting for appropriate support for students and make contact with parents/carers and/or other involved parties, as instructed.
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To be aware of students' difficulties, progress and achievements.
- To supervise students and administer the lunchtime and after school detention system by recording names.
- To help administer and undertake daily monitoring of the report card system for individual students.
- To supervise the IEU as required including recording details of the exclusion and following school policies and procedures (e.g. silent and working).
- To liaise with teaching staff to promote the successful transfer and transition of students both externally and internally and to ensure that appropriate work is provided.

Support for Heads of Year and the Pastoral Team

'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

- To carry out learning walks on a daily basis being a positive presence around the school and ensuring good order.
- To contribute to the process involved in Safeguarding Children including completion of referral forms.
- To assist with student supervision out of lesson times including before and after school, at organised events such as sports days, field work and other school trips as required.
- To assist the Pastoral Team by taking morning and afternoon registration when required.
- To be available to collect named students at end of lessons (including students who have failed to register) on behalf of the Pastoral Team (e.g. for detentions meetings etc.).
- To conduct follow-up interviews for students who are late to school and ensure that suitable sanctions are put in place.
- To be available to deal with incidents either to conclusion or to point of further referral and under the direction of Heads of Year/ Pastoral Team.
- To assist senior staff with individual students who, for whatever reason, are not in class. This may mean following up truants (attendance), and liaising with senior staff on action to be taken when students are distressed.
- To liaise with SMT/Heads of Year/Pastoral Teams and Assistant Heads regarding 'key students' including making contact with home.
- To prepare and administer Pastoral Support Plans and CAFs as appropriate under the direction of Heads of Year/ Pastoral Team.
- To be involved in Team around the Child (TAC) meetings as appropriate.
- To establish confidentiality boundaries according to school policy and to ensure that there is a confidentiality agreement in place with the student.
- To liaise with parents/carers, under the guidance of the Pastoral Team and keep accurate records of meetings and telephone conversations.
- To liaise with outside agencies under the guidance of the pastoral team e.g. school nurse or EWO regarding key students.
- To collect and collate appropriate work for students absent from lessons/school.
- To be involved in re-admission meetings for both internally and externally excluded students, as required.
- To meet weekly with the EWO to monitor attendance patterns and liaise with parents/carers, students, colleagues and other agencies to address general and individual concerns.
- To accompany teaching staff and students in visits and out of school activities as required.
- To keep Year Group noticeboards up to date, liaising with the Head of Year.
- To assist with the organisation and administration of conduct and attainment reports.
- Administer letters on behalf of Heads of Year and Assistant Heads as and when necessary. These may be for detention, uniform issues, attendance etc.
- To carry out any other administration tasks as appropriate.
- To support and mentor in bullying issues and keep a record of any incidents.
- To patrol the school site on a constant basis in order to redirect any students who are not in lessons with good reason.
- To ensure that any one-to- one consultations with students are in accordance with safeguarding procedures and are held before or after the school day unless the circumstances are exceptional and are authorised.

Support for the curriculum

- Support monitoring of student progress by various means e.g. behaviour in lessons, punctuality, attendance, uniform, academic progress
- To liaise with tutors over student log books ensuring that all students are catered for.
- To collect and collate student information for the purposes of reports/references etc.

Support for school

'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

- To provide occasional cover for team members in the event of staff absence. To provide whole class supervision in the short-term absence of the teacher.
- To maintain up to date behaviour information on the school system a daily basis and respond to behaviour reports as and when required.
- To enforce school Behaviour and Dress Code Policies and administer a loan system for uniform, where required. To maintain stock of spare uniform.
- To conduct constant student uniform checks and regular late and attendance checks ensuring that appropriate sanctions are administered.
- To liaise with the Attendance Office over first day calling for *at risk* groups as identified.
- Attend and contribute to appropriate review meetings as required e.g. Tutor meetings, Pastoral management meetings
- To support the smooth and effective running of Presentation Evenings/Celebration Evenings/Parents' Evenings/Open Evenings/ Achievement Assemblies liaising with Heads of Year, Facilities Manager etc.
- To support the smooth and effective running of Year 11 Exam Skills sessions after school
- To deal with any immediate problems or emergencies in accordance with the school's procedures and policies.
- To take part in collaborative planning activities both linked to year teams or pastoral work in general.
- To ensure personal safety and that of the student. Assess the risks before seeing students on an individual basis.
- To report any Safeguarding issues to the School Child Protection Officer.
- To record relevant data and become familiar with Data Protection constraints.
- To be aware of personal/professional limitations and be prepared to pass on information to the Head of Year (or other appropriate teaching staff) if issues outside the experience of the Pastoral Support Worker are raised, or if issues are recognised that may be dealt with more appropriately by other staff or support services.
- To become familiar and adhere to school aims, policies and rules, by discussion with other staff and by reading the appropriate documents.
- To help arrange for school photographs to be taken.
- To establish strong working relationships with teaching and support staff colleagues in school.
- To participate in training and personal development opportunities as appropriate.
- To liaise with safeguarding officers in accordance with school policy if and when appropriate;
- To ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students' progress.

NB:

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

Signed..... Date.....

Signed..... Date.....