



JOB DESCRIPTION

Job Title:	Pastoral Support Worker
Grade:	SCP 18 – 22 (£24,982 - £27,041 per annum)
Actual Salary:	£18,207 - £19,707 per annum
Hours:	32.5 hours per week. Term Time only
Responsible to:	Deputy Headteacher

Main purpose: To promote excellent student conduct and behaviour through the application of the Positive Discipline behaviour policy, to ensure all students access education and reach their full potential.

Duties and responsibilities:

- To follow the Positive Discipline Policy to anticipate and manage behaviour constructively, promoting self-control and resilience.
- Support the on call system in dealing with incidents, taking statements etc. and providing daily pick-up lists.
- To aid students to learn as effectively as possible by encouraging good behaviour and consistent attendance
- Work with identified cohorts of students to reduce instances of Fixed Term Exclusion and Isolation.
- To receive and supervise students working in Isolation.
- Contact parents/carers in relation to students in isolation and detention.
- Promote student independence and employ strategies to recognise and reward achievement of self-reliance.
- Participate in the assessment of students to determine specific needs / requirements of individuals.
- Support the development and implementation of individual support plans and strategies.
- Provide advice to enable students to make choices about their own learning, including information about opportunities, support mechanisms and organisations available.
- Demonstrate a growth mind-set in all interactions with students and always act as a role model.
- May supervise whole classes occasionally during short-term absence of teachers, maintaining good order through the use of PD and keeping students on task.
- Transport students in the school minibus to activities such as those in the resilience curriculum, sporting fixtures and local adventure camps and also between other academies.
- Provide feedback to students in relation to progress, achievement and other matters.

- Provide objective and accurate feedback and reports as required, to other staff on student's achievement, progress and other matters.
- Contribute to the development of constructive links (communication) with families / carers of students under the direction of senior staff / the class teacher.
- Effectively communicate and collaborate with other internal and external agencies/professionals, teaching and senior staff, to support achievement and progress of students.
- Be fully versed and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Have a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students.
- Participate and contribute to continuous professional development to ensure up to date knowledge and skills. This includes the openness to specialising in an area of SEND education.
- Contribute to the promotion of a positive view on inclusion.
- Contribute to the operation of a child centred approach to individual cases.
- Support the academy's drive to a creative and flexible approach to meeting the educational needs of students.
- Maintain accurate records to allow monitoring and reporting in relation to the PD and Rewards system.
- Maintain accurate registers and liaise with Attendance and Welfare Officer.
- Prepare and use specialist equipment, plans and resources to support students.
- Support in examination circumstances as directed by the SENDCO.
- Undertake any other key roles at the direction of the Principal which has been designated to best serve the needs of the students of the Academy.
- Contribute to the overall ethos/work/aims of the school.
- Deliver out of school learning activities within guidelines established by the school.

Other specific duties/requirements

- To work flexible hours, including evening work (parents' evenings) / or occasional weekend work as required.
- To comply with any reasonable request from a manager to undertake other duties commensurate with the post.
- To participate in professional and personal development programmes as required, including training and performance management review.
- To contribute to the overall ethos/work/aims of the Academy.
- To be aware of, and comply with, policies Health & Safety; Security; Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of Senior Leadership Team.
- To support the Academy's Equality and Diversity Policy.
- To appreciate and support the work of other professionals.

PERSON SPECIFICATION
Pastoral Support Worker - SCP 18 – 22

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

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Effective use of ICT including Microsoft office and excel</p> <p>Use of other equipment technology e.g. photocopier</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team</p> <p>Works with accuracy and attention to detail</p> <p>Ability to analyse and interpret data</p> <p>Experience of managing student behaviour</p> <p>The ability to encourage students take responsibility for own learning</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Experience of working in a school environment</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Full understanding of relevant polices/codes of practice and awareness of relevant legislation</p> <p>Understanding classroom roles and responsibilities and your own position</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</p>	<p>Application form and selection process</p>

<p>within these.</p> <p>Understanding and experience of implementing strategies to help students achieve</p> <p>Working with or caring for children of relevant age</p> <p>Detailed understanding of methods used to monitor achievement</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>		
Essential Criteria	How Identified	Desirable Criteria	How identified
<p>QUALIFICATIONS/ TRAINING</p> <p>Maths and English Grades: GCSE A*-C or equivalent</p> <p>Full clean driving licence</p>	<p>Application form, qualification certificate and selection process</p> <p>Application form, qualification certificate and selection process</p>	<p>NVQ 2 or appropriate level of experience of operating in the classroom environment</p>	<p>Application form and selection process</p>
<p>OTHER CONDITIONS</p> <p>Enhanced DBS Check</p> <p>No smoking policy</p>			