**Job Description – Support Staff**

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| Job Title | Pastoral Support Worker  |
| Date of Review of this Job Description | December 2016 |
| Grade/Rate of Pay/Salary | 7 |
| Establishment | Wood Green School |
| Location | Woodstock Road, Witney, OX28 1EB |
| Post responsible to | Assistant Headteacher - Pastoral |
| Working Time/Conditions | 37 hours per week term time only |
| Posts responsible for |  |
| Purpose of Post | *To support Heads of Learning Communities in implementing the whole school behaviour policy and the attendance policy so all children can achieve their full potential by displaying appropriate learning behaviours in and around school and attending regularly. Promote the well-being of students across the school by supporting individuals and groups of students. Support the safeguarding of students by providing specialist support.*  |
| Key responsibilities | 1. Implement the whole school behaviour policy
2. Support student attendance being at or above 95%
3. Promote student well being
4. Provide specialist safeguarding support
5. To liaise with students, parents and professionals as appropriate
6. Working with colleagues across the school
7. Professional standards
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| General Duties |
| As a member of staff the post holder will:* Follow all school policies and procedures
* Uphold the Code of Conduct for staff
* Safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with in the school.
* Engage in relevant continuous professional development opportunities and performance management arrangements
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| Responsibilities and Accountabilities |
| 1. Implement the whole school behaviour policy
2. Produce and deliver early intervention programmes for individuals and small groups to improve their behaviour and academic performance and monitor their effectiveness.
3. Deal with day to day behaviour incidents by taking statements from students and enforcing sanctions in liaison with HoLCs.
4. Run Restorative Justice sessions to resolve conflict where appropriate.
5. Be an initial point of contact for parents enquiring about behaviour incidents during the day.
6. Promote high aspirations for achievement and the creation of independent learners.
7. Motivate students through their participation in lessons and house activities.
8. Provide support for the internal exclusion room and On Call system as required.
9. Support student attendance being at or above 95%
10. Promote punctuality and regular attendance as key value of the school.
11. Contact parents about students who are regularly absent and put in place plans to

 improve attendance and monitor their impact with a particular focus on those below 90%.1. Contact parents about students who are regularly late and put in place plans to improve

 punctuality and monitor their effectiveness.1. Manage parenting contracts in order to improve student punctuality and attendance.
2. Promote student well-being
3. Develop an understanding of the needs of the students in the school and advise the Pastoral team on issues regarding student well-being.
4. Develop and deliver support/intervention groups/packages to address identified issues affecting student well-being.
5. Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
6. Be a role model for students and set high expectations.
7. To work with pupils individually or in small groups to assist their academic and personal development.
8. Encourage students to become involved in school events and extra-curricular events.
9. Foster an ethos of mutual self-respect across the year group.
10. Provide specialist safeguarding support
11. Be part of the Safeguarding Team within school.
12. Keep up to date with legislation with regard to Child Protection, including specialist training, to ensure the safeguarding of all students.
13. To liaise with students, parents and professionals as appropriate
14. Call parents as directed by the Head of Learning Community or Assistant Headteacher.
15. Hold meetings to establish and review parenting contracts.
16. Help explain the school’s expectation about behaviour, punctuality and uniform.
17. Meet parents during the school day to be the first point of contact in addressing parental concerns.
18. Ensure students are wearing the correct uniform as described in the uniform policy.
19. Work with other professionals, such as the Educational Psychologist, when necessary.
20. Attend and/or run TACs/TAFs as required and attend CPPs as required.
21. Working with colleagues across the school
22. Meet with Heads of Learning Communities on a regular basis to review progress of students, coordinate support and ensure support is targeted where the need is greatest.
23. Prepare materials and resources to support student well-being and positive behaviour choices.
24. Support tutors and HoLCs with delivering activities for identified well-being topics.
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| **General*** To be first aid qualified and keep training up to date
* Undertake any necessary training
* Attend staff meetings where relevant

**Health and Safety*** To have due regard for health and safety in the workplace
* To be familiar with, and adhere to, relevant parts of the school’s Health and Safety Policy
* Co-operate with health and safety requirements
* Report all known defects
* Use, but do not misuse anything provided for your health, safety and welfare
* Do not undertake unsafe acts
* Inform Head of Establishment of any ‘Near-Misses’
* Be familiar with the emergency action plans for fire, first aid and security issues
* Undertake specific designated duties regarding emergency evacuation
* Undertake other duties as may be required from time to time that are commensurate with the post or additional duties as may reasonably be required by the Headteacher
* Raise health and safety and environmental issues with students

**Organisational effectiveness*** Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need

**Responsibilities and Accountability****Child Protection**Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.**Standards and Quality Assurance*** Support the aims and ethos of the school as identified in the staff handbook
* Promote and model good relationships with pupils, colleagues, parents and visitors
* Set a good example in terms of dress, punctuality and attendance.
* Participate in training and take a lead in own professional development
* Participate in the School’s staff appraisal process
* Undertake professional duties that may be reasonably assigned, for example, to collect information for Annual Reviews.
* To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
* Bi-annual formal review of performance with the Assistant Headteacher.

**Notes:** * 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.
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**Pastoral Support Worker**

**Key Attributes - Person Specification**

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|  | **Attributes / Experience** | **Essential** | **Desirable** | **Evidence** |
| 1 | Experience working with children of relevant age in a learning environment. | √ |  | Application form |
| 2 | Working in a school environment. |  | √ | Application form |
| 3 | Level 2 qualification in English and Mathematics. | √ |  | Application form andinterview |
| 4 | Excellent numeracy/literacy skills – equivalent to NVQ Level 3 BTEC (or A Level equivalent) in English and Maths. |  | √ | Application form andinterview |
| 5 | Functional ICT skills. | √ |  | Application form andinterview |
| 6 | Ability to learn new and relevant skills. | √ |  | Interview |
| 7 | Effective interpersonal skills. | √ |  | Interview |
| 8 | Full working knowledge of relevant polices/codes of practice/legislation. |  | √ | Interview |
| 9 | Good understanding of child development. | √ |  | Interview |
| 10 | Experience of supporting students and families.  |  | √ | Interview  |
| 11 | Ability to relate well to children and adults | √ |  | Interview |
| 12 | Work constructively as part of a team, understanding roles and responsibilities within a school and your own position within these. | √ |  | Interview |
| 13 | Commitment, enthusiasm and energy. | √ |  | Interview |
| 14 | Willingness to be involved in the wider life of the school community. | √ |  | Interview |
| 15 | Must be prepared to undertake training in immediate basic first aid as a backup to support the school admin team | √ |  | Interview |