

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Pastoral Team Worker
<b>Post Holder:</b>	
<b>Role:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>To work under the instruction and guidance of Behaviour and Inclusion team. To support colleagues in addressing the needs of all students but especially those students who need particular help with behaviour management to overcome barriers to learning. Establishing productive working relationships with students and acting as a role model</p> <p>All the duties outlined are carried out under the direction and supervision of the Head of Behaviour and Inclusion.</p>
<b>General Duties:</b>	<p>To work as directed in classrooms and behaviour management areas with students excluded from, or not working to a normal timetable.</p> <p>Supervision of Internal Exclusion and After School Provision / Detentions.</p> <p>To be part of the 'On Call' rota.</p> <p>To undertake training and development as directed and/or provided by senior colleagues in the behaviour management team.</p> <p>Participate in the comprehensive assessment of students to determine those in need of particular help.</p> <p>Monitor and interrogate SIMS data to help inform interventions.</p> <p>Support the development and implementation of individual education/ behavioural/ support/ mentoring plans and behaviour management strategies.</p> <p>Implement one to one intervention arrangements with students and provide support for distressed and/or challenging students.</p> <p>Work on intervention programmes with individual students or groups.</p> <p>Challenge and motivate students, promoting and reinforcing self-esteem with a view to modifying behaviour to facilitate a return to mainstream classes.</p>

	<p>Provide feedback to students in relation to progress, achievement, behaviour and attendance, raising awareness of appropriate behaviours and responses in the classroom and around school.</p> <p>First aid trained</p> <p>Maintain student records in line with Positive Behaviour and Inclusion systems and record on SIMS.</p> <p>Operate agreed learning activities/teaching programmes as directed.</p> <p>Supervision of students out of school hours as required.</p> <p>Attend and participate in regular meetings, training and other learning activities as required</p> <p>Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.</p> <p>Be aware and support differences and ensure all students have equal access to opportunities to learn and develop.</p>
<b>Reporting to:</b>	Assistant Vice Principal for Behaviour
<b>Responsible for:</b>	Providing support to colleagues in addressing the needs of all students but especially those students who need particular help with behaviour management to overcome barriers to learning.
<b>Liaising with:</b>	Behaviour and Inclusion Team, Assistant Vice Principal, staff and students.
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff

<b>Salary Scale:</b>	Salary & hours subject to negotiation & experience
<b>Disclosure Level:</b>	Enhanced
<b>Review Date:</b>	Annually as part of the Performance Management process.
<b>Section Two</b> <b>Professional Duties and Responsibilities</b>	
<b>Ethos</b>	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
<b>Specialism's</b>	All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.
<b>Self Development</b>	To continually seek development opportunities to improve personal performance Vice Principal is advised of training needs. Development opportunities are sought/acted upon.
<b>Attitude</b>	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
<b>Policy promotion</b>	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.