



## **SHELDON SCHOOL**

### **JOB DESCRIPTION: PUPIL SUPPORT WORKER – KEY STAGE 4**

<b>Post holder:</b>	<b>Hours:</b>	<b>37 hours per week 39 working weeks</b>
<b>Date: June 2017</b>	<b>Pay Scale:</b>	<b>Wiltshire Grade F</b>

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#### **1, General Description**

The post holder will be responsible to the Pupil Support Manager with overall responsibility for pastoral matters at Key Stage 4. The post holder will provide a wide range of services in support of the Heads of Years 10 & 11, and will be expected to work closely with and take day-to-day direction from them. They will also work closely with pupils both individually and in small groups, and liaise with parents.

#### **2. Specific Duties**

The Pupil Support Worker could be required to undertake any of the following activities:

- 2.1 Maintain close liaison with the Heads of Years 10 & 11, their Deputies and members of their Tutor Team, as well as the Inclusion Co-ordinator, the Data Manager, Reception Staff, the School Nurse, the EWO and other agencies as required.
- 2.2 Providing general office, organisational and administrative support to Year Heads as required including word processing tasks, and the interrogation of databases as appropriate.
- 2.3 Acting as learning mentor to pupils, particularly those who may be underachieving.
- 2.4 Liaising with subject teachers where required, including monitoring the progression of homework/coursework and providing support in class if appropriate.
- 2.5 Working with pupils who are on report, but have not yet been referred to the Inclusion Co-ordinator.
- 2.6 Initial counselling for pupils whose personal problems are affecting their progress.
- 2.7 Raising awareness of all other counselling support services available to pupils in school and referring on where appropriate.

- 2.8 Initial investigation of incidents such as alleged bullying, rudeness to staff etc.
- 2.9 Monitoring attendance and following up cases where there is cause for concern, including absence from examinations or learning support testing.
- 2.10 Monitoring lateness on a daily basis.
- 2.11 Initial investigation of reports indicating that pupils are missing from specific classes.
- 2.12 Administering random truancy checks working closely with the EWO, and attending meetings as required.
- 2.13 Undertaking routine administration linked to detentions.
- 2.14 Supervising pupils referred for internal exclusion by their Year Head.
- 2.15 Making routine phone calls to parents.
- 2.16 Attending Year Head and Tutor Team meetings as required.
- 2.17 Providing support for specific events, and educational visits as required.
- 2.18 Advise and make recommendations in respect of the introduction and use of new working practices to improve efficiency or the quality of service provided.
- 2.19 Attending training courses identified as essential to meet the requirements of allocated tasks.
- 2.20 Providing occasional administrative support to the line manager for matters specifically linked to Key Stage 4.
- 2.21 Maintain an understanding of all PSW's roles, and undertake any essential task that may be allocated when circumstances dictate and/or specified by the line manager.
- 2.22 Where required, to provide administration support for the Child Protection Officer.

### 3. **General Conditions**

All duties must be carried out complying with:

- The Health & Safety at Work Act.
- Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.
- Relevant nationally agreed codes of practice.

### 4. **Other Duties**

Carry out any other reasonable instructions given by the Headteacher, the Deputy Headteacher (Personnel, Monitoring & Care) or the Assistant Headteacher with responsibility for pastoral matters at Key Stage 4.