



JOB DESCRIPTION Pastoral Support Worker

May 2018

Post Holder

Department: Inclusion

Line Managed by: Inclusion Manager and Vice Principal

Salary Scale: Grade 5 scale 19-22, £21,074 - £23,111
Actual Pro-rata Salary £16,313 - £17,890

Hours of Work: 33.75 pw, Mon – Friday 8.15am – 3.30pm x 38 weeks (Term Time only) plus 18 hours (Training Days). 77.41% FTE

This role is very important to the success of the college and to the future, welfare and success of our students. A key part of the role is helping to develop the success of our alternative provision curriculum as well as working closely with the inclusion manager.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed on a regular basis and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Main responsibilities of the role:

- To provide support and guidance to relevant staff on student support/inclusion matters, including mentoring, behaviour and pastoral support and/or welfare support.
- Feed into the ongoing development of Inclusion and the services that we offer at Soar Valley College including our alternative provision curriculum.
- To liaise with a range of support services inside and outside of the school.
- To work closely with the Inclusion Manager and other relevant staff on matters relating to student support and social inclusion.
- To oversee Pastoral Support Plans for students in your caseload and to ensure that accurate records of students on PSPs or individual learning programmes are maintained and monitored.
- To develop, organise and/or participate in a variety of student support interventions, initiatives and events.
- To work closely with families to ensure their active involvement in students' learning, attainment and progress.

Specific tasks:

- To support in the running of the school's on call system and oversee the effective running of the removal room, internal exclusion process and alternative provision.



- To support in the running of Internal Exclusion.
- To support the Inclusion Manager in effective communication with parents.
- To help to coordinate, implement and organise Pastoral Support Plans.
- Support students and staff to implement supportive strategies within classrooms.
- To work with other members of the Inclusion and Pastoral Teams to create bespoke packages of support for students and support their delivery.
- Building relationships to increase engagement in learning with a focus on improving behaviour for individual students.
- To work with all members of staff giving advice about how to work with our most challenging students. Offering support and to act as a mediator in sensitive situations.
- To run workshops (individually and with others) which help students to modify behaviour and raise achievement.
- To liaise with the local authority, Virtual School, Police, Youth Offending Team, Education Welfare, Leicester Partnership School, Early Help etc as appropriate.
- To record behaviour incidents using SIMs and to analyse relevant data and highlight trends.

Soar Valley College shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximize opportunity, minimize risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

This post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to a DBS Disclosure check. Non-teaching posts at Soar Valley College are evaluated, for equal pay purposes, using the Leicester City Council 'Single Status Agreement' and this job description is the College's addendum to the relevant ('closest fit') 'generic' job description used to evaluate the grading of the post.

Any issues arising in respect of 'equal pay' will always be dealt with by reference to the 'generic' job description and not the College addendum.

The relevant 'generic' job description for this post is 'Inclusion Support Worker', Post No. E9042. This job description can be obtained via the LCC Extranet or via the college Administration Manager upon request.



PERSON SPECIFICATION

Post Title: Pastoral Support Worker		Dept : Inclusion	
Salary Scale: Grade 5 scale 19-22, £21,074 - £23,111 Actual Pro-rata Salary £16,313 - £17,890			
E=Essential D= Desirable		2. From Application form & letter. 4. interview	
Training and Education	Relevant professional qualification or other accreditation	D	2,4
	Degree level qualification or equivalent ability/experience.	E	2,4
	Literacy, numeracy and ICT skills sufficient to perform the job tasks at a minimum of Level 2 English, Maths and one other subject.	E	2,4
	Experience of liaising with external agencies or organisations.	E	2,4
	Experience of working with young people and their parents.	E	2,4
	Understanding of how students learn and barriers to learning	E	2,4
	Knowledge and experience of a range of behaviour management strategies and styles to support students and staff	E	2,4
	Experience of working with disadvantaged young people.	D	2,4
	Experience of peer coaching/mentoring.	D	2,4
	Experience of using data effectively to support teaching, learning and inclusion	D	2,4
Equal Opportunities	Must be able to recognise discrimination in its many forms and willing to put the Council's equality policies into practice.	E	2,4
	Knowledge of Equal Opportunities legislation and approaches to inclusion.	E	2,4
Other Skills	Excellent interpersonal and communications skills at all levels.	E	2,4
	Able to work effectively as an individual and as a member of team.	E	2,4
	Able to work to deadlines and prioritise tasks.	E	2,4
	Able to deal calmly with confrontation and work positively under pressure.	E	2,4
	Evidence of wider reading on inclusion issues.	D	2,4
	Is resilient and has the ability to challenge, motivate and manage people and to build effective working relationships.	E	2,4
	Is enthusiastic and creative.	D	2,4
	Is thoughtful and reflective and adjusts practice in the light of feedback.	E	2,4
Other Conditions	Willingness to undertake training.	E	2,4
	Willing and able to work outside of regular hours, as necessary.	E	2,4
	Willing and able to travel within the City.	E	2,4
	Must satisfy relevant pre-employment checks.	E	2,4
	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E	2,4
	Is willing to contribute to and support whole school policy including Self Review Procedures.	E	2,4
	Is committed to safeguarding and promoting the welfare of children and young people.	E	2,4