



# Finchley Catholic High School

## Pastoral support worker (Maternity Cover)

### Job Description

Role Details	
Post title:	Pastoral Support Worker
Purpose:	Support students within our inclusion department Ensuring that effective pastoral support is given to aid individuals' outcomes
Reporting to:	Pastoral support manager
Liaising with:	Inclusion Department, Students, Parents/Carers
Working hours:	36hours Term Time + 1 week
Salary/Grade:	P14-18 (£32,454 - £34,416 FTE) (£27,759 - £29,437 pro rata)
Disclosure & Barring Service:	Enhanced

As a Pastoral Support Worker at Finchley Catholic High, you will play a crucial role in providing assistance and guidance to students who face difficulties and challenges. Working as part of a dedicated team, you will contribute to creating a supportive and inclusive learning environment, ensuring that students receive the necessary support to thrive academically, socially, and emotionally. Your main responsibilities will centre around providing pastoral care, responding to challenging behaviours, and collaborating with various stakeholders to address students' needs effectively.

Role Specifics	
Pastoral Care	Develop positive relationships with students, offering support, empathy, and encouragement. Provide emotional support, guidance, and advice to help students overcome personal challenges and achieve their full potential.
Key worker	As a Pastoral Support Worker, you will be assigned as a key worker for specific students, acting as their primary point of contact and advocate within the school. This will involve developing a close relationship with these students and their families, providing consistent support, and monitoring students' progress.  Liaison with teachers and staff: work closely with teachers and other school staff to ensure a cohesive and coordinated approach to supporting assigned students. Share relevant information, collaborate on strategies, and provide guidance to help optimise students' learning experiences and outcomes.
Challenging Behaviour Management	Collaborate with the pastoral team to respond to and manage challenging behaviour effectively. Implement strategies and interventions to address conduct issues, promoting a safe and respectful environment for all.
Intervention programmes	Plan, deliver, and develop Intervention Programmes. As a Pastoral Support Worker, you will be responsible for planning, delivering, and developing intervention programmes aimed at supporting students facing difficulties. These programmes will be designed to address specific challenges and promote positive outcomes for students.
Team Collaboration	Work closely with the pastoral team, teachers, school counsellor and other staff members to ensure a holistic approach to student support. Share information, contribute to Behaviour and Pastoral Support Plans, and participate in multidisciplinary meetings to address complex cases, where necessary.

Referral and Signposting	Recognise when a student requires specialised support beyond your role and refer them to the inclusion team via the Pastoral Support Manager. Collaborate where needed with external agencies, such as social services or mental health organisations, to coordinate the provision of additional support.
Record-Keeping:	Maintain accurate and up-to-date records of interactions, interventions and student progress. Document incidents and outcomes, ensuring confidentiality and data protection standards are upheld.
Parent and carer Communication	Foster positive relationships with parents and carers, providing regular updates on their child's progress, behaviour and well-being. Collaborate with families to develop strategies that support student development both at home and at school.
Training and Professional Development:	Engage in ongoing professional development opportunities to enhance your skills and knowledge in areas such as behaviour management, mental health support, and pastoral care techniques.

#### Other Specific Duties

- To contribute to staff training as appropriate
- To play a full part in the life of the school community, to support our Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example
- To actively follow and promote the school's policies
- To continue personal, professional development
- To actively engage in the school's self-review and evaluation processes
- To actively engage in the school's Performance Management processes
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined in the meetings policy and as directed by the Headteacher
- To comply with the school's procedures concerning safeguarding

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 Senior Leader to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. (June 2023)