



## **WITHERSLACK GROUP**

### **Pastoral Care Assistant Job Description**

**POST TITLE:** Pastoral Care Assistant

**LIAISON WITH:** Pastoral Team, Senior Leaders

**RESPONSIBLE TO:** Pastoral Care Manager

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### **OVERALL RESPONSIBILITIES**

To share in creating a purposeful, caring, learning environment for children by the application of high professional standards of pastoral care and support for children's emotional and/or behavioural needs, and learning difficulties

### **GENERAL DUTIES**

- Assist in the induction of newly-admitted pupils
- Assist in the planning and preparation of pupils for leaving school
- Assist in the assessment of pupil needs, through an initial baseline of needs which is established on entry to the school, reviewed on a regular basis, and modified as required
- Assist with the implementation, monitoring and review of programmes designed to aid individual pupils' social and academic development
- Assist children to deal with behavioural and/or emotional difficulties or particular vulnerabilities
- Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation.
- Ensure that all children and young people are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals
- Liaise effectively with outside partners (parents, placing agencies etc) as necessary, including attendance at Reviews and home visits, where appropriate
- Provide a high standard of personal, physical care for children, particularly in the areas of safety, health and hygiene
- Support the writing and fulfilment of day pastoral care systems and rota's (e.g. breaks, lunchtime, etc)
- Keep appropriate records and report as necessary on the above core elements, as required

- Administration of medication and the keeping of appropriate medication records
- Undertaking activities with either individuals or small groups of children in order to facilitate their physical, emotional and educational development
- Where deemed necessary by the Pastoral Care Manager - To support class teachers by assisting in classroom management and by providing basic supervision and day care skills in relation to pupils
- Carrying out the duties of a classroom assistant as required and directed by the Pastoral Care Manager
- To escort children from and to home, to liaise closely with parents, encouraging a partnership in the personal, educational and social and emotional development of the child

**SUPERVISION**

- The above specification is substantively the same as for staff operating at Level Two with the following provisos:
- The above duties will be carried out with a substantially high level of support and supervision
- Some of the above core elements may not be undertaken in the initial stages of employment and/or
- A training period of up to two to three years may be required, designed to assess the employee’s ability to carry out the above core elements successfully

**SAFEGUARDING**

This post is subject to an Enhanced Disclosure check.

*Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.*

*The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children’s homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.*

**REVIEW**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

**ACKNOWLEDGEMENT**

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Employee Signature.....

(Print Name)..... Date.....

Manager Signature.....

(Print Name)..... Date.....

**Person Specification for the post of: Pastoral Care Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>To have a basic understanding of safeguarding children procedures.</li> <li>To have experience of working with a staff team.</li> </ul>	<ul style="list-style-type: none"> <li>To have 1 years' experience of working with SEMH or ASC pupils in a school or care setting.</li> <li>To have supervised staff in care or pastoral roles.</li> <li>To have led staff in areas of development.</li> <li>To have worked with parents/ social workers to assist child development.</li> <li>To have experience of working with primary aged SEMH / ASC pupils</li> </ul>
<b>Education / Training / Qualifications</b>	<ul style="list-style-type: none"> <li>No specific qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>NVQ 3 in care.</li> <li>Safeguarding children.</li> <li>TEAM - TEACH training.</li> <li>SEN training in Autism or SEMH</li> </ul>
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>To understand the expectations of a school.</li> <li>To have knowledge of children's developmental needs.</li> <li>To understand the varied needs of SEN pupils.</li> </ul>	<ul style="list-style-type: none"> <li>To understand the needs of primary pupils with behavioural, Emotional and Social difficulties and or autism.</li> <li>To understand the Special Needs 'Code of Practise'.</li> <li>To understand the needs of parents with children with SEN.</li> </ul>
<b>Skills - Disposition</b>	<ul style="list-style-type: none"> <li>Ability to be part of a team and communicate effectively.</li> <li>To be a good listener.</li> <li>To be a good role model.</li> <li>To be able to motivate pupils.</li> <li>Ability to make decoctions and follow and follow procedures.</li> <li>To have high expectations of pupils.</li> <li>To be flexible, adapting to new tasks.</li> <li>To have good organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>To be able to assist parents / carers in home situations.</li> <li>To liaise with multi - disciplinary teams.</li> <li>To assist with monitoring assessment procedures.</li> </ul>
<b>Working Arrangements / Physical Requirements</b>	<ul style="list-style-type: none"> <li>42.6 hours per week full time.</li> </ul>	