

Job Title:	Pastoral Support Worker
Multi Academy Trust:	Ted Wragg Multi Academy Trust
School:	St James School
Responsible to:	Pastoral Support Lead
Salary grade:	Grade D
Working pattern:	Full-time/Term time only – 37hrs p.w./39 wks p.a.

Key purpose of job

The purpose of the job is to ensure that the Refocus Room effectively enacts the school’s behaviour policy and supports disruption free classrooms across the school by ensuring that negative behaviours are not accepted. This means that all incidents of poor behaviour are thoroughly investigated and accurate, up to date records of all behaviour incidents, investigations, interventions and sanctions are kept. Students are supervised so that they develop positive and reflective behaviours and parents, students and school staff are well informed about behaviour.

Anticipated outcomes of post

- The school maintains its disruption free classrooms and excellent student behaviour. Any issues with student behaviour are resolved quickly so that students are supported to maximise their learning and progress at school.

List key duties and accountabilities of the post:

Behaviour Room and Sanction Systems:

- To supervise students in the Refocus Room, upholding the school lesson expectations and ensuring that interactions are positive, respectful and appropriate.
- To investigate behaviour incidents, including taking statements, talking to staff and students, watching CCTV, keeping records and writing a summary.
- To maintain school pastoral records, largely on ClassCharts and CPOMs.
- To collate the detention list and share this information with parents, following up with any non-attendance with parental communication and time in the Reset Room.
- To support the senior leadership team with students who are truanting or missing from lessons by monitoring, locating and mentoring.
- To ensure that students in the Refocus Room are spending their time productively.
- To communicate with school staff and parents/carers to ensure they are fully informed regarding behaviour, intervention and sanctions.
- To mentor allocated students.
- To pass all safeguarding concerns to the Safeguarding Team, either via CPOMs or in person if urgent.
- To cover the Reset Room or detentions as required.
- To complete any pastoral or administrative task commensurate with the job at the discretion of the headteacher.

Budgetary / Financial Responsibilities of the post

- None

Supervision / Line Management Responsibilities of the post

- None

Working Environment & Conditions of the post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel within any school in the Ted Wragg Multi Academy Trust.

Other Duties

- To undertake additional duties as required, commensurate with the level of the job as determined by HT/AHT E&E (to effect changes as roles develop/grow).

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- This post is based at St James School but the post holder may be required to move their base to any other location within the Trust upon request
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

Person Specification

	Essential / Desirable	Evidence
Demonstrate a passion for supporting young people and their families	E	I
Demonstrate an ability to motivate young people	E	I
Have excellent time keeping	E	R
Work to strict timescales	E	I, R
Have a good sense of humour and resilience when facing difficult situations	E	A, I, R
Have excellent communication skills, both verbal and written, with a diverse range of people of various levels	E	A, I, R
Show an ability to organise, plan and prioritise time effectively	E	A, I, R
Be flexible and adaptable	E	A, I, R
Be a role model and contribute to sharing high quality practice within the team	E	A, I, R
Show accuracy and attention to detail	E	A, I, R
Be competent in the use of Microsoft Office package and SIMS	D	I,R

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - References