

POST TITLE: **Pastoral Care Worker**

GRADE: **Scale 4**

CONTRACT: **Fixed Term, maternity cover – 32.5 hours per week**

DEPARTMENT: **Schools**

RESPONSIBLE/REPORTING TO: Pastoral Care Manager and School Business Manager

PURPOSE OF THE JOB

To provide pastoral and welfare support for pupils across the Extended Day period, and lunchtime experience; to encourage pupils to enjoy Healthy Lifestyle choices, become increasingly independent, and to support the inclusion of pupils in all aspects of the Extended school day.

Main Duties

1. Under the guidance of the Pastoral Care Manager and School Business Manager, to provide and maintain a high quality Breakfast Club and After School Club experience, ensuring a healthy food offer which is varied, attractively presented and in line with our Healthy Schools status.
2. To organise activities during Breakfast Club, which engages children and fosters a calm and positive start to the day.
3. To deliver and promote high quality, inclusive, free-play opportunities within the After School Club offer.
4. To organise and deliver a variety of quality enrichment activities as part of the After School Club offer.
5. Under the guidance of the Pastoral Care Manager and Learning Mentor to work effectively as part of the lunchtime team to provide a high quality lunchtime experience.
6. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy.
7. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
8. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
9. In collaboration with the Pastoral Care Manager, communicate and liaise with parents and carers to support the behaviour and inclusion of pupils.
10. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.

11. Under take any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the School Improvement Plan, Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake such training as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
7. Be an advocate for the children's right to play, to be listened to and to be safe.

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EDUCATION, EXPERIENCE & ABILITIES

Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) (or by test).

Attend induction training

Attend school training sessions.

Experience of working with children (either paid or unpaid capacity) in an education setting.

Working towards NVQ level 2 or other recognised qualification.

Hold NVQ level 2 or equivalent or other accredited qualification.

Working towards NVQ level 3 or equivalent accredited qualification.

Food Hygiene certification.

First Aid training

QUALITIES

Ability to understand, respect and value young people's views.

Adaptable, flexible and open to change

Reliable, punctual and committed to work

A warm and friendly, approachable person with good interpersonal skills.