

Job Description

POST:	Pastoral Support Worker
LOCATION:	Oasis Academy Leesbrook, Oldham
WORKING PATTERN:	Full-time, term-time + 2 weeks (07:30-15:30 / 07:45-15:45)
RESPONSIBLE TO:	The Principal & SLT, under the day-to-day management and leadership of the Assistant Principal and Pastoral Manager.
JOB PURPOSE:	Working with students and parents/carers. Working as part of the Pastoral team. Supporting with behaviour, safeguarding and attendance. Supervising the internal exclusions (REFLECT) area. Provide mentoring and support which enables students to engage effectively with their learning. Provide support to the Pastoral Manager and our Assistant Principal who oversees Attendance and Pastoral, to ensure students are safe, happy and successful.
SALARY RANGE:	SCP 07 - 11 pro-rata (Full Time equivalent £22,369 – 24,054 / Pro-rata equivalent £20,137 - £21,654)
DISCLOSURE LEVEL:	Enhanced

SPECIFIC RESPONSIBILITIES:

A. Mentoring/Behaviour

1. To monitor students' conduct and behaviour throughout the mainstream learning process and intervene to resolve issues using appropriate techniques in accordance with the Academy's Behaviour Policy
2. To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement both with students and their families.
3. To develop appropriate mentoring relationships to engage students in order to support improvement.
4. To contribute to and participate in identifying barriers to learning.
5. To organise and implement additional activities for identified students to support a successful transition within and across educational establishments.
6. To monitor attendance and provide relevant interventions.
7. To regularly liaise with families and support with home visits.

B. Parent and Community Liaison/Safeguarding

1. To develop and maintain contact with the families and carers to share information about the student's needs and progress and explore, identify and secure positive family support.
2. To work with families and the hub to engage them in positive programmes of support through the academy and local offers.
3. To liaise with all relevant staff and any external professionals to ensure understanding, support and commitment to the approaches and strategies being used
4. To implement appropriate strategies and alternatives to overcoming barriers to learning in conjunction with the inclusion team, external agencies and parents or carers.
5. To undertake relevant Safeguarding training.
6. To make home visits, when appropriate.

C. Attendance

1. To undertake the maintenance of both manual and computerised records including imputing attendance and pastoral related information onto the management information system
2. To support the Academy's attendance procedure including making phone calls to parents and external agencies
3. To support with the collation of all registers each morning and afternoon for use by teaching staff and respond accordingly to absence concerns.
4. To support with the process to prepare fixed penalty notices for non-attendance.
5. To promote new initiatives to improve attendance and ensure that it is higher than national average.

D. Other Duties

1. To participate in the life of the Academy, supporting teachers with the core business of the academy of teaching and learning.
2. To be aware of issues regarding confidentiality and child protection and work accordingly with regard to Academy procedures.

3. To work with students within the framework of the school in a courteous, positive, caring and responsive manner
4. To support with duties and in-class support
5. To collate qualitative and quantitative data, produce reports, share information and maintain records to facilitate monitoring and evaluation.
6. To attend meetings to support and inform communication, provide information, support continuous professional development.
7. To take an active and positive role in the Academy's commitment to the development of staff and review procedures
8. To present oneself in a professional way that is consistent with the values and expectations of the Academy.
9. Other duties as can be reasonably expected by the Principal.

E. Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Pastoral Support Worker Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment, which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a

learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs or equivalent including English and Mathematics grade C or above 	<ul style="list-style-type: none"> • Safeguarding training or other relevant training programmes
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Experience of working with young people • Excellent inter-personal skills • Competent in ICT 	<ul style="list-style-type: none"> • Experience in a secondary school setting • Experience of working in a similar pastoral role within a school • Understanding of the statutory safeguarding requirements • Understanding of the legalities surrounding attendance
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic, reliable and committed • Ability to remain calm in challenging situations • Team player who is able to work collaboratively in a diverse team • Motivation to work with and inspire young people • Emotional resilience in working with challenging behaviour and attitudes to use of authority and maintaining discipline • Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally • Ability to remain discrete when privy to confidential information 	

	<ul style="list-style-type: none">• Flexible, mature and balanced approach to work• Able to demonstrate initiative and work unsupervised• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to undergo appropriate checks, including enhanced DBS checks• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	
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