



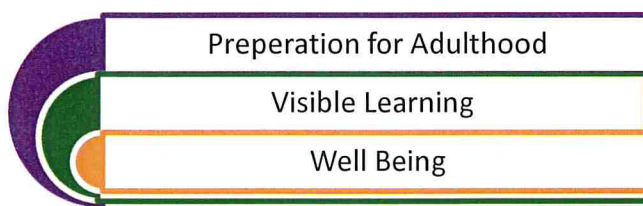
**STORMONT HOUSE SCHOOL**  
achievement for all

**Stormont House School**  
**Pastoral Support Team Member**  
**Job Description/person Specification**  
**Salary scale 5: £26,544 - £28,005 fte**  
**Actual Salary: £22,903 - £24,164**  
**Term time, 36hrs per week (8.30am – 4.00pm)**

**Our Vision**

Achievement for all in a unique world-class school

**Whole School Priorities 2020-23**



**Purpose of the Role:**

- To ensure students have access to interventions that support better emotional self-regulation, conflict resolution and restoration so minimising interruption to learning and supporting student readiness for learning

**General Duties and Responsibilities:**

- In consultation with the PST Lead deliver appropriate interventions including evaluating the effectiveness of such interventions
- To keep accurate logs which relate to student intervention and routine monitoring of vulnerable students/ groups
- To support attendance and punctuality for targeted students including appropriate interventions in consultation with the PST Lead
- To carry out and complete administrative duties alongside office staff as are relevant to the role.
- To support student engagement in less structured parts of the school day (e.g. play)

Headteacher Kevin McDonnell, National Leader of Education  
Business Manager Grainne Hylton  
Deputy Headteachers Frances Jessie and Fiona Crossland  
Associate Deputy Headteacher Bel Waters  
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Our vision: Achievement for all in a unique world class school



- To respond appropriately to incidents of behaviour in keeping with the schools Behaviour Policy and guidance

### Students

- To develop a mentoring relationship with students needing support, with the aim of contributing to achieving goals and outcomes identified in student Education Health Care Plans.
- To provide information and advice to students to enable students to make choices about their own learning, behaviour and/or attendance.
- Be responsive to issues as they arise and be sufficiently knowledgeable of students and their presentation in order to be proactive in intervening including de-escalation strategies and positive handling techniques if necessary.

### Communication

- To liaise closely with the PST Lead and form tutors in order to share information and ensure targets and plans are coordinated and joined up.

***At a time of rapid educational change, job descriptions cannot be prescriptive. It may be that some alteration is necessary as circumstances dictate, and as new needs arise. To avoid 'drift', the particulars of Job descriptions should be reviewed annually as part of the appraisal/performance management process.***

### SELECTION CRITERIA for the post (E-Essential, D-Desirable)

|     |  |   |
|-----|--|---|
| 1.  | NVQ Level 2 or equivalent experience   | E |
| 2.  | The ability to ensure effective delivery of a variety of pastoral interventions for learners with SEN  | E |
| 3.  | The ability to work within a team  | E |
| 4.  | An ability to share information through both written and verbal communication with the wider school team.  | E |
| 5.  | Knowledge and experience of students' special educational needs, especially SCLN   | E |
| 6.  | Knowledge and experience of SEND Code of practice including school systems such as the Annual Review process.  | D |
| 7.  | The ability to combine professional expertise with the necessary emotional resilience to ensure effective pastoral care.   | E |
| 8.  | Experience and understanding of Restorative Approaches in Schools  | D |
| 9.  | Training or willingness to undertake training in Positive Handling techniques  | E |
| 10. | Evidence of active commitment to ensuring that all children are well safeguarded, supported and guided in both their personal development and academic progress. | E |
| 11. | To pro-actively ensure that Equalities and Diversity policies are implemented throughout intervention planning/delivery and pastoral work                        | E |