

Durrington High School

Pastoral Support Worker

JOB DESCRIPTION

What is the purpose of the job?

- ◆ To ensure outstanding outcomes and progress for all students
- ◆ To be responsible for safeguarding and prioritising the welfare of children
- ◆ To provide pastoral support to students in a range of school settings (in class/out of class support) in order to promote their well-being and academic progress.

What do you have to achieve?

- ◆ Support the teams in which you work to achieve goals with individual students the majority of whom have some form of barrier to their learning and/or engagement in school
- ◆ Work with your linked teams (pastoral and behavioural support) so as to build strong, sustained and positive relationships with students, their families/carer & linked outside agency professionals.
- ◆ Engage in effective student and group support within lessons so as to support the teacher and maximize the learning of all students present.
- ◆ Make a positive contribution to student well-being, school life, enrichment activities and staff teams
- ◆ Maintain all professional standards to an on-going high standard
- ◆ Be committed to your own professional development, especially in areas of identified school need.

What are the job particulars?

- ◆ DMAT Grade 5 – 6 scp 17 – 20 actual salary £15,688 - £17,151.84 depending on experience
- ◆ Hours 37 hours per week 8.30am – 4.30pm term time only plus inset days. Attendance at 2 or 3 evening calendared events through the year are an expectation.
- ◆ Accountable to a member of the Leadership Team
- ◆ It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. The Headteacher may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

Activities – what do you have you have to do?

- ◆ Help to identify and then support staff as directed/necessary with students causing concern in order to achieve an environment in which all students can and do successfully learn
- ◆ establish positive working relationships with all stakeholders
- ◆ contribute to and actively support all school policies, roles and expectations in order to raise achievement
- ◆ work with relevant staff to input referrals/appointments with professionals from outside agencies and organizations
- ◆ liaise as appropriate with these agencies/organisations.
- ◆ use data to set and track student's against specific goals they have, addressing any issues that arise (this may be with individuals/or groups)
- ◆ evaluate the impact of your work using relevant data
- ◆ assist in managing aspects of student behaviour within the company teams and across the school. Implement strategies to improve behaviour and learning.
- ◆ support school and company assemblies and rewards as appropriate
- ◆ maintain pastoral logs for identified students (in liaison with senior staff/your line manager)
- ◆ keep linked staff informed of relevant information relating to individual students.
- ◆ raise profile of excellent and improving attendance & punctuality (this would be within your linked areas/teams)

Person Specification

Attributes	Essential	Desirable	How identified
Physical and sensory	Ability to work under pressure and manage your own time effectively Demonstrate robustness and emotional resilience in challenging situations.		Evidence will be taken from your application, interview and references
Qualifications	Sound knowledge of English and Mathematics educated to C and above at GCSE level or equivalent.	Evidence of further professional qualifications development linked to the job specification. Specialist skills in vocational areas e.g. catering/building.	Evidence will be taken from your application, interview and references
Experience	Successful experience of working with a range of young people. Evidence of being highly emotionally intelligent/reflective. Competent IT user; use of data is important in this role. (We are able to provide some	Experience of working with young people 11-18 in a pastoral/support /school context Having contributed/ coordinated positive outcomes from complex situations.	Evidence will be taken from your application & interview

	training).		
Training	Willing to be responsible for your own professional development and to effectively disseminate best practice to colleagues	Evidence of further professional development attended or self-initiated.	Evidence will be taken from your application, interview and references
Specialist knowledge	Up to date knowledge of: -Challenges facing young people today (e.g. self-harm, drugs, pressures linked to social media etc)	Experience of making successful referrals to key outside support agencies e.g CAMHs, EHP, WSAPC referrals An up to date knowledge of school attendance processes, procedures and barriers to attendance	Evidence will be taken from your application, interview and references
Leadership skills	Know when to use your own initiative and when to seek advice/refer		
Skills and qualities	Proven willingness and capacity for hard work. A personality to merit the respect of students and to encourage their active involvement in the learning process, in and out of lessons. An excellent communicator being able to build successful relationships with all groups of students staff parents and professionals from outside agencies. Highly motivated, clear thinking and principled. Committed to equality of opportunity.	An understanding of MS Excel and how to create, manage and utilize data so as to track student improvement.	Interview Lesson Tasks References