

JOB PROFILE

POST TITLE:	Pastoral Support Worker (HLTA)
RESPONSIBLE TO:	Assistant Headteacher: Behaviour, Welfare and Careers & the SENDCo
PURPOSE:	<p>You will play a key role in ensuring the wellbeing and personal development of our students, supporting them in overcoming challenges so they can fully engage with their education and reach their academic potential.</p> <p>To work closely with pupils, staff, parents and carers to reduce levels of absence.</p>
HOURS:	35hrs / Term Time only
GRADE:	PCD8ii, Grade 8 SCP 19 - 20 - £32,061 – £32,597 pro rata : £16.62/hr – £16.90/hr

Main Responsibilities and Accountabilities:

- Be the first point of contact for pupils who need time out of the classroom to regulate and reset.
- Work alongside the Pastoral team regarding interventions and investigations concerning pupil behaviour and wellbeing.
- Assist in establishing good relationships with students, parents and carers and provide information about social and behavioural progress and targets as appropriate.
- Provide support for the behaviour management of pupils consistent with the school's policies
- Provide advice to tutors and subject teachers on behalf of the pastoral team, when required over matters concerning behaviour, attendance and pupil wellbeing.
- To calm and diffuse difficult situations involving pupils and manage challenging behaviour of individual pupils as required.
- Record and report all incidents and intervention on the School Information Systems.
- Support and assist pupils in managing their own behaviour and in achieving their social and behavioural targets both in and outside the classroom.
- To co-ordinate/lead on Early Help referrals/meetings.
- To attend relevant meetings including intervention, behaviour and attendance update meetings.
- Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential or sensitive information.
- To ensure all incidents of bullying are logged and if necessary passed on as appropriate for further action, e.g. racist, homophobic and bullying.
- To be first aid trained and ensure any incident involving a child being hurt/ becoming ill is reported to parents on the same day and the relevant accident form is completed.

Attendance & Punctuality

- To undertake home visits for those pupils whose reason for absence has not been confirmed.
- Be responsible for attendance in the year groups, following their school's attendance policy liaising with Form Tutors and reporting directly to the Phase Lead.

- To monitor the attendance of vulnerable groups of students and liaise with staff/SEN/PP Department.
- To produce and interpret information relating to attendance patterns.
- To follow the Attendance Policy and send out letters as required.
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate.
- To work with regular groups of students using regular attendance checks and contact with parents/carers to improve levels of attendance of the group <90%, holding weekly focus groups.
- To liaise with the Phase Leads and LEA Officer in order to gather evidence and proceed with legal requirements.

Record Keeping and Reporting:

- Maintain accurate and up-to-date records of all pastoral interventions.
- Contribute to the evaluation of pastoral care provision and suggest improvements.

Any other Duties:

- The postholder will undertake any other reasonable duties as requested.

General

- To contribute to and uphold the overall vision and ethos of South Cumbria Multi Academy Trust.
- To attend meetings within the School/Trust, and external events as required.
- To be aware of, comply with and to promote equal opportunities and all School/Trust policies at all times.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of School/Trust-related matters and to prevent disclosure of confidential and sensitive information.
- To comply with all of the School's/Trust's safeguarding requirements.

This list is not exhaustive and may be amended. The role may include other reasonable tasks or responsibilities as directed by the Head Teacher.

PERSON SPECIFICATION
**POST: HIGHER LEVEL TEACHING ASSISTANT : PASTORAL SUPPORT WORKER :
 CHETWYNDE SCHOOL**

QUALIFICATIONS AND TRAINING	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
HLTA Accredited status or QTS	E	A
Level 2/3 Safeguarding or working towards this	E	A
Evidence of continued professional development	D	A
KNOWLEDGE AND EXPERIENCE	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
Good understanding of child development and learning processes.	E	A/R/S
Full working knowledge of relevant policies/codes of practice/legislation.	E	A/R/S
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.	E	A/R/S
Understanding of statutory frameworks related to teaching.	E	A/R/S
Worked with children of relevant age.	D	A/S
Experience of working in a classroom setting.	D	A/S
Have an understanding of supporting SEND pupils	D	A/S
SKILLS AND ABILITIES	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
Ability to self-evaluate learning needs and actively seek learning opportunities.	E	A/R/S
Ability to relate well to children and adults.	E	A/S
Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	E E	S A/R/S
Effective use of ICT to support learning.	D	A/R/S
Effective time management skills	E	A/R/S
Excellent oral and written communication	E	A/R/S
Proven ability to work in a fast-paced environment and deliver to specific deadlines	E	A/R/S

Ability to maintain confidentiality	E	A/S
CHARACTERISTICS	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
Professional but friendly and approachable manner	E	S
Flexible and have the ability to respond to changing or unforeseen circumstances.	E	S
Diligent, conscientious and proactive	E	R/S
Resilient and committed	E	R/S
Must be hands on and prepared to get involved in all areas	E	S
A self-motivated team player, with a can do attitude and a sense of humour.	E	S

A: Application

R: Reference

S: Selection Process