

# Whitegrove Primary School

## Job Description and person specification

**Title: Pastoral Support Worker**

**Up to 0.6 fte**

### **JOB PURPOSE**

To enable all students to participate fully in their education and to achieve.  
To support pupils, families and teachers.  
To enable better outcomes for children.  
To support the school in meeting the needs of all children

### **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE**

Responsible to the SENDCo (day-to-day activities) and to the Head Teacher (overall pattern of work)

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Working under the direction and supervision of the SENDCo and Head Teacher:**

##### **Responsibilities include:**

- To work directly with the pupils of Whitegrove school and their families as part of a structured and planned intervention
- To organise and deliver individual and group programmes to children and their parents/ carers addressing relevant issues, such as parenting, setting routines, behaviour management, improving the well-being, supporting at times of need such as during bereavement or illness diagnosis.
- Involvement in promoting preventative measures to those experiencing vulnerability.
- Attend appropriate and relevant training courses (to include safeguarding)
- Being part of the school's safeguarding team and thereby acting as Deputy Designated Safeguarding Leader.
- Understand and promote the schools safeguarding policy and support children who may be at risk.
- To work closely with the senior leaders and SENCO and liaise with external agencies (School Nurse, Social Services, Social Workers, Early Help etc.) with regard to matters arising through safeguarding, behaviour, attendance & health issues.
- Supporting the work of class teachers with peer mediation, friendship interventions other similar groups
- Production of reports and letters to stakeholders as appropriate
- Liaise /support lunchtime carers in appropriate behaviour/reward strategies when needed
- Leading ELSA sessions and other pastoral support interventions for children and families

##### **Professional Values & Practice**

- Have high expectations of solution focused and evidence-based practice.
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds and ensure all your work promotes children's self-esteem
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEND pupils)
- Carry out all aspects of the role effectively and to seek help, advice or guidance when necessary
- To work with individuals or small groups under the supervision of the SENDCo and Headteacher
- Keeping appropriate records of meetings and work undertaken.

##### **Attendance**

- Support the attendance officer in monitoring attendance from a pastoral viewpoint, liaising with EWO, class teachers, parents and LA
- Be an advocate for excellent attendance and punctuality

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### **First Aid**

It may be necessary for the person appointed to obtain and maintain a recognised first aid qualification. The school will pay any approved course fees

- Administering medicine when authorised by parents
- Dealing with children who are sick or injured
- Contacting parents, health centre, hospital or ambulance service (as appropriate) Accompanying pupils off site on school trips and other external visits
- Provide welfare support and create health care plans for pupils

### **General Office Duties**

The post holder will be expected to carry out some general office duties as are deemed necessary or appropriate to include:

- Maintain a safe environment for pupils, staff and visitors to the school
- Proof reading/word processing etc.
- Cover reception on occasion
- Take appropriate action in respect of the school building and site when circumstances dictate
- Undertaking other appropriate duties as directed by the Headteacher

### **Confidentiality**

The post holder will have access to confidential information in either written, electronic, oral or first-hand form. The confidentiality of such information must be respected; a breach of confidentiality is a disciplinary matter. If you are uncertain as to the status of the information it should be discussed with the Headteacher

### **General**

The post holder is responsible for ensuring that the school safeguarding policy is adhered to and concerns are raised in accordance with this policy.

### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

**No direct budgetary responsibility**

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**Grade:**

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Maths and English GCSEs at a pass grade</li> <li>• A levels and or a Level 3 qualification</li> <li>• Has a minimum of 1-year relevant experience in a pastoral school or education-based role</li> <li>• Universal safeguarding training</li> <li>• Able to use Microsoft Office 365 products</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First Aider</li> <li>• Holds a food hygiene certificate</li> <li>• ELSA qualified</li> <li>• Additional pastoral training qualification, e.g. youth work, counselling, social services or psychology</li> <li>• Qualified Designated safeguarding leader or willingness to be trained</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Knowledge of the social and emotional factors that affect a child's capacity to learn</li> <li>• Experience of direct work with children or young people with</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with special needs or disabilities</li> <li>• Experience of peer mediation and conflict</li> </ul>

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	<p>early signs of social, emotional health or behavioural issues.</p> <ul style="list-style-type: none"> <li>• Awareness and commitment to upholding equal opportunities</li> <li>• Excellent organisational ability</li> <li>• Experience of working and communicating effectively with children, parents, staff and other professionals</li> <li>• Able to motivate and encourage pupils</li> <li>• Experience of dealing with safeguarding and bullying issues</li> <li>• Aware of and willing to promote the school's social inclusion policies and practices</li> <li>• Able to plan programmes of support that incorporate variety, interest and pace</li> </ul>	<p>resolution</p> <ul style="list-style-type: none"> <li>• Knowledge of local referral routes and support services</li> <li>• Know the legislation regarding attendance, safeguarding and similar matters</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs</li> <li>• Professionally discreet and able to be confidential</li> <li>• Firm, sensitive and effective approach towards pupil discipline</li> <li>• Willing to work as part of a team</li> <li>• Kind and caring.</li> <li>• Patient, empathetic and resilient</li> </ul>	<ul style="list-style-type: none"> <li>• Experience or expertise in supporting children with wellbeing matters such as mental health, anxiety and providing early intervention for children.</li> <li>• Car driver</li> <li>• A degree of flexibility regarding working hours with occasional evenings, e.g. parents' evening and new parent induction.</li> </ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Willing to have an enhanced DBS check</li> </ul>	