



HARLINGTON UPPER SCHOOL JOB DESCRIPTION

Pastoral Support Worker

Responsible to:	Head of Year and Deputy Headteacher
Salary:	NJC Level 3D (Points 7 to 11) £25,584 - £27,269 per annum pro-rata Actual salary for term time only (plus 5 training days), 37 hours per week: £21,883 - £23,324 per annum
Hours:	37 hours per week. The hours are 8am to 4pm daily, with one day per week (to be agreed) which would end at 3.30pm. Term time only, plus 5 training days.

Purpose of the Post:

To provide day to day practical and welfare support for students.

Harlington Upper School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records

Main duties and responsibilities:

Support for Students

Under the direction of the Head of Year

1. To implement the monitoring of students' behaviour, attendance, achievement and progress and liaise with other stakeholders in line with school policies.
2. To provide proactive support and assistance for students with day to day school matters as needed.
3. To support vulnerable or distressed students in line with school policies, particularly those relating to welfare and safeguarding, liaising with staff as necessary.
4. To set a good example to students through own presentation, personal and professional conduct.

Support for Staff

Under the direction of the Head of Year

1. To support the behavioural management of groups and individuals, so that teaching objectives are met and best use is made of teaching time.
2. To support teachers in establishing and maintaining a purposeful working atmosphere and setting high expectations for students' behaviour.
3. To support the delivery and evaluation of students' progress towards achieving targets detailed in pastoral support and individual education plans.
4. To undertake investigation of specific behavioural incidents and to report findings accordingly.
5. On occasion, as directed by Deputy Head, to undertake pastoral and tutorial responsibilities for a group or class of pupils.
6. To work as part of a team having oversight of the student referral and detention systems.

Support for the School

Under the direction of the Head of Year

1. To carry out student-focused roles as part of any agreed school procedures, particularly support for the welfare and behaviour management of students.
2. To carry out all duties in a manner that is consistent with the school's policies and procedures; sharing good practice with colleagues.
3. Provide practical and organisational day to day support for students, including administration and office tasks and parental contact.
4. To assist in establishing good relationships with students, parents and carers and provide information about social and behavioural progress and targets.
5. To contribute, where appropriate, to extra-curricular activities in order to provide further opportunities for students' social and cultural development.
6. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
7. To invigilate examinations.
8. To supervise student detentions
9. To undertake tasks of a similar nature as directed by the Head of Year, Deputy Headteacher or Headteacher.
10. Supervise students who are temporarily out of lessons.



Person Specification Pastoral Support Worker

Essential	Desirable
<i>Qualifications</i>	
Educated to GCSE level (or equivalent) with English and Maths at A* - C	
<i>Skills and Experience</i>	
Experience of working with young people	Experience in management student support role with knowledge of behaviour management strategies
Experience of working on own initiative and making decisions	Experience of working in an educational setting
Understanding of young people's emotional and educational needs	Experience of working with young people, their parents and outside agencies
<i>Personal Attributes</i>	
Ability to work effectively as a member of a team	Ability to use ICT for recording, monitoring and reporting
Good communication and interpersonal skills, with both students and adults	Energy and enthusiasm
Good attendance, punctuality and time management	
Good written communication skills and record keeping	Basic office skills including reception, filing, and ICT
Ability to take responsibility and work with autonomy within set boundaries	