**MOULTON SCHOOL**





**AND SCIENCE COLLEGE**

Pound Lane, Moulton, Northampton, NN3 7SD

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[www.moultonschool.co.uk](http://www.moultonschool.co.uk)

**PASTORAL SUPPORT WORKER**

Grade F Point 6-7 (£23,893 - £24,294)

37 hours per week, 40 weeks per year

£21,064 - £21,418 (actual salary)

We are seeking to appoint, with immediate effect, a Pastoral Support Worker to work within the operational support care and guidance team. The team are involved in the delivery of day to day pastoral support and guidance for all 1200 main school students (Year 7 -11) in order to ensure high attendance, outstanding student behaviour and engagement, and high levels of achievement.

The role reports directly to the Pastoral Leader and works alongside the Pastoral Administration Assistant and other members of the pastoral team, to ensure effective pastoral support for students.

**CORE DUTIES AND RESPONSIBILITIES**

* To follow and support the operational processes established by the school and the Pastoral Leader in order to ensure high standards of behaviour, support and guidance are in place.
* To develop positive relationships with all students, with a particular focus on supporting the most challenging and vulnerable students, and their parents/carers.
* To follow a pastoral support rota in order to ensure students are able to gain access to support at key times of the day.
* To be proactive in ensuring student adherence to school policies, challenging students and contacting parents, as necessary.
* To conduct parent meetings personally relating to behaviour, attendance and or parental concerns.
* To identify and carry out intervention with students using our ‘Restorative Approaches’, conducting meetings between students and other students, parents and staff. Producing student support plans to support this process.
* To supervise student areas at break and lunchtime and support via duty within the internal exclusion room.
* To investigate incidents involving students, collecting accurate information and statements and liaising with other members of staff where appropriate, and seeking to resolve these directly, if possible, providing an evidence trail that is recorded on our internal school system. (Provision Mapping)
* To provide comprehensive administrative records via the school computer systems (GO4 Schools, My Concern and Provision Mapping) on a case by case basis to help develop and enact systems to track and analyse all areas of pastoral care, in order to facilitate analysis of data carried out by the Pastoral Leader.
* To ensure effective and timely communication, through the distribution of messages to staff, students and parents in line with school policy.
* To be a first point of contact for parents/carers
* To support school policy as appropriate, in particular relating to safeguarding, confidentiality and health and safety issues.
* To support the provision of parents' evenings, information and opening evenings, transition and induction days and activity days such as life skills day where appropriate.
* To undertake other tasks in line with the above accountabilities as directed by the Pastoral Leader.

**THIS JOB DESCRIPTION** reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

You will be expected to ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, comply with policies and procedures relating to health and safety within the School and demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

**PERSONNEL SPECIFICATION**

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| **CATEGORY ITEM** | **ESSENTIAL** | **DESIRABLE** |
| Experience | * Work in supporting young people * Awareness of secondary education processes * Computer literate * Good communication skills | * Work in secondary education * Work in behaviour management / intervention * Work in an office environment |
| Education and Training | * Good overall level of educational achievement. Maths and English to GCSE standard. * Effective use of office ICT packages * First Aid Training / Qualification | * Qualifications relating to the use of ICT * Experience of using SIMS management information system |
| Aptitudes | * Ability to set high standards and motivate students. * Ability to work co-operatively within the pastoral services team, establishing effective working relationships. * The ability to meet deadlines and requirements in a pressured environment. * Assertive and highly organised. * The ability to work as part of a team to ensure all service standards are met, using own judgement and decision-making skills as necessary. * The ability to converse at ease with members of the public and provide advice and information in accurate spoken English. | * A good and sometimes specialist knowledge of all school core operating systems including SIMS, Microsoft applications as well as full knowledge of procedures |
| Disposition | * Committed and enthusiastic. * Enjoys working in a team. * Shows initiative. * Co-operative and flexible. * Empathy with students of all abilities and dispositions. * Sense of humour * Suitability to work with children |  |