

JOB DESCRIPTION

Employment Details	
Job Title	Pastoral Support Worker
Reports to	Key Stage Lead
Salary Band	WHF NJC M

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
<ul style="list-style-type: none"> To ensure each student's individual learning needs are met to ensure all students can achieve the best possible outcomes, and that students are safe and behave well and attend school regularly

Responsibilities
<ul style="list-style-type: none"> To support the Academy Leadership team with the development and implementation of the Academy's strategic and operational plans To strategically plan and implement intervention to support student engagement and academic achievement through the use of behaviour and attendance data under the direction of the Key Stage Lead To raise standards of attendance and behaviour across the Key Stage To contribute to the Academy House system, competitions and Academy rewards To communicate efficiently and effectively with parents To plan and deliver assemblies relevant to Key Stage needs To contribute to Critical Case meetings to support students' needs through the Key Stage Lead To raise the profile of anti-bullying policy within the Academy To complete home visits for students where applicable To carry out a share of supervisory duties in accordance with published rotas including Duty Principal To supervise detentions and ensure students are completing relevant work during this time and have meaningful restorative justice with staff Contribute to the implementation of effective systems that monitor and improve attendance and punctuality including parent and EWO meetings where appropriate Ensure that processes for safeguarding of students are effective and any concerns are raised to the DSL Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with a Pastoral Support Worker role

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> • Good standard of communication, including literacy GCSE Grade C+ • Good ICT skills including standard MS package 	

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Good standard of practical knowledge and skills in supporting young people • Building relationships with parents and a range of professionals • Ability to resolve conflict • Deal sensitively with difficult situations 	<ul style="list-style-type: none"> •

Specialist Knowledge

Essential	Desirable

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.