

# The Chiltern School

## Pastoral Support Worker

### Job Description

#### School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

<b>Grade / Salary</b>	NJC Level 3-4 (SEN) Point 13-17 / £22,133.19 - £23,695.60 per annum (actual)
<b>Working Hours</b>	35 hours per week, term time plus 5 inset days

# The Chiltern School

## Pastoral Support Worker

### General Duties

#### **PURPOSE OF THE POST:**

The role is to provide a complementary service to the work of Phase Leaders and Teachers to support pupils in overcoming barriers to learning both within and outside school and assist in raising aspirations.

#### **OVERALL ROLE AND REMIT:**

#### **Key Responsibilities:**

1. The Pastoral Support Worker will have close links with Phase Leaders and Teaching staff.
2. The Pastoral Support Worker will have the following responsibilities:
  - Maintaining regular contact with the families/carers of pupils and encourage positive family involvement of the child's learning;
  - Be the point of contact for parents/carers during the school day
  - Develop meaningful relationships with pupils to encourage their engagement
  - Attend meetings with Parents / Carers as a source of information.
  - Keeping staff and records up-to-date
  - Facilitate and support structured leisure activities at break and lunchtime for groups of pupils
  - To build up a full knowledge of the range of support available for pupils and under the direction of lead staff and liaise with external agencies as appropriate.
  - Supporting pupils who are dysregulated ensuring they have the resources available as identified
  - Supporting the whole school attendance process and acting as a point of contact regarding attendance concerns, monitoring and offering low level support as required.
  - Liaising closely with the safeguarding team, keeping logs and staff up to date.
  - Supporting Teachers and the Senior Leadership team with day to day pastoral support.
  - Facilitating lunch time group support as required by the pathway.
  - Supply first aid within the Phase as required.

# The Chiltern School

## Pastoral Support Worker

- Assisting class teams with the regulation of pupils.
- Assisting with parent liaison around medical needs.
- Facilitating and / or supporting restorative conversations following an incident or dysregulation.
- Assisting pupils arrival into school and leaving school via school transport.

### **Generic Responsibilities of all staff:**

- To consistently uphold the school's aims and strive to attain school targets.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the school.
- To work with pupils within the framework of the school in a courteous, positive, caring and responsive manner which supports the school values.
- To take an active and positive role in the school's commitment to the development of staff and review procedures.
- To seek constantly to improve the quality of the school's provision.
- To present oneself in a professional way that is consistent with the values and expectations to the school.
- To be responsible for promoting and safeguarding the welfare of children and young persons.
- To promote and support good attendance alongside the wellbeing of the pupil

### **Values and behaviour**

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

### **Personal and professional conduct**

All staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;

# The Chiltern School

## Pastoral Support Worker

- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

### Responsibilities

The post holder is accountable to their line manager at all times.

### Conditions of Employment

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

# The Chiltern School

## Pastoral Support Worker

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

<b>Person Specification</b>			
<b>Methods of assessment</b>	<b>Essential/ Desirable</b>	<b>Application</b>	<b>Interview</b>
<b>Qualification, Education and Training</b>			
Relevant qualifications linked to the role	E	X	
Training linked to supporting children and young people pastorally	D	X	X
Safeguarding training or a clear understanding of how to safeguard within a school setting	D	X	
Team Teach level 2 trained	D	X	
First Aid Trained	D	X	
Medical needs training	D	X	
<b>Experience and Knowledge</b>			
Excellent verbal and written skills	E	X	X

# The Chiltern School

## Pastoral Support Worker

An understanding of safeguarding and confidentiality	E	X	X
Experience of working within a pastoral role or similar	E	X	X
Regular and effective communication with parents and carers	E	X	X
Working with classroom staff and / or the Teacher as a team	E	X	
Effectively handling safeguarding matters within school	E	X	
An understanding and confidence around the regulation of pupils	E	X	X
Using relevant IT systems in order to use pupil data	E	X	
Transferable skills which could meet these requirements	E	X	
Experience of working with a range of professionals	D	X	X
Working with vulnerable children and their families	D	X	X
Confidence in using SIMS	D	X	
Experience of working with those who have protected characteristics	D	X	X
An understanding of pupils with medical needs and the use of care plans in school	D	X	X
Knowledge and understanding of KCSIE	D	X	

# The Chiltern School

## Pastoral Support Worker

Understanding how to support pupils with their emotional regulation and / or mental health	D	X	
<b>Skills and Abilities</b>			
Ability to understand pastoral work within a school setting	E	X	X
An ability to adapt to a new way of working which may differ from other school settings	E	X	X
Carry out all aspects of the role to a high standard	E	X	
Communicate with pupils, colleagues, parents/carers and professionals in a clear, friendly and professional manner	E	X	X
Able to stay calm under pressure and manage difficult conversions	E	X	X
Ability to record interactions accurately and timely	E	X	
Ability to prioritise in a fast paced environment	E	X	
Ability to maintain professional standards	E	X	
Ability to work as part of a team and independently	E	X	

# The Chiltern School

## Pastoral Support Worker

The acknowledgement that this role is reactive in some instances and focussed on meeting pupil need	E	X	X
An understanding of pupils with PMLD and / or SEN	D	X	X
Ability to support the attendance process and/or complete attendance data	D	X	X
Ability to implement and contribute to risk assessments	D	X	
<b>Values and Behaviours</b>			
<p>Able to demonstrate and model our core values:</p> <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Aspiration</li> <li>• Courage</li> <li>• Respect</li> <li>• Curiosity</li> </ul>	E	X	X
<p>Able to demonstrate that you are:</p> <ul style="list-style-type: none"> <li>• Empathetic</li> <li>• Well organised</li> <li>• Diligent</li> <li>• Conscientious</li> </ul>	E	X	X