# Pastoral Support Worker

**Background**

Bede Academy has an record of delivering high quality teaching and outcomes to students. This is because we are focussed on the provision and continuity of students learning regardless of their background. We value our students as individuals and recognise that each one is “infinitely precious, gifted for a purpose and morally responsible.” We challenge all students to strive for personal best.

The Pastoral team works hard to ensure a rapid, consistent and measured response that will allow all students to excel. The academy focusses on the development of students’ character. Working on those deeper traits inevitably trains students to be good role models and citizens which will obviously enable them to excel more easily academically. The ultimate success of this role will be measured in the way students are dealt with in a positive and proactive way.

The Pastoral Support role is responsible to the Vice Principal (Pastoral) and will be line managed by a Head of House. Each House Team has an allocated Pastoral Support Worker, who work as a team to undertake academy-wide behaviour support roles, as well as duties in support of their individual houses. The main duties include:

* To operate and apply a consistent and professional support system equally for students with pastoral and behavioural needs.
* To respond to pastoral matters raised by students, staff or parents, or issues brought to the team by members of staff, passing on to the Welfare Team any issues of a Safeguarding nature, or where specialist service intervention is required
* Provide proactive and timely early interventions for students, seeking external support where appropriate, in order to remove barriers to learning and enable students to strive for personal best. As a result, the number of internal and fixed term exclusions declines.
* To ensure high levels of attendance from all students in the House, and that attendance and PA is significantly better than national. Support the Attendance Officer and undertake Attendance phone calls and home visits as required.
* To monitor the bullying log and ensure that all reported incidents of bullying are dealt with rapidly and with compassion. Ensure that medium and long term follow up and communication occurs with student and parents to prevent any further incidences from arising (for both victims and perpetrators).
* To work with students one-to-one, and in small groups, to de-escalate situations and to enable them to grow in virtue and to take responsibility for their actions, in order to move forwards positively and develop their character.
* To increase parental engagement for parents within your House with all areas of academy life.
* To ensure very high levels of participation in all forms of extra-curricular and enrichment activity, particularly for disengaged students.
* To maintain the required standard of behaviour, and record keeping, in the academy, with a particular focus on standards and a calm environment within our pastoral bases
* To support the work of the Heads of House by undertaking investigations and liaising with parents, as needed.
* To effectively communicate with Head of Departments (HODs) and teaching staff to ensure that students who are removed from lessons are provided with appropriate and challenging work to avoid any loss of learning.
* To prepare work and supervise detentions for student(s) subject to first call, and to provide the opportunity for reflection and restoration.
* Supporting the pastoral team to help establish and maintain the highest standards of behaviour and uniform in the academy, and being proactive in this regard. This will include undertaking staff duties and responsibilities, as per the Staff Duty Rota.
* Any other duties as reasonably required by the Principal.

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for our students.

**Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.**

**Person Specification:**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **HOW MEASURED** |
| **QUALIFICATIONS**  | * GCSE in English and Mathematics at grade C or Above
 | * A Levels
 | Application form |
| **EXPERIENCE**  | * Previous experience of working in a secondary or SEN school
 | * Customer Service experience
 | Interview and Application form |
| **SKILLS, KNOWLEDGE AND APTITUDE**  | * Excellent communication skills with a variety of audience (students and parents)
* Strong organisational skills
* Strong IT skills (Excel, word, data bases)
 | * Good degree of literacy / Numeracy
* Commitment to personal professional development.
 | Interview and Application form |
| **MOTIVATION** |  | * Evidence of learning beyond the workplace
 | Interview and Application form |