

JOB ROLE: Pastoral Support Worker

PAY BAND: 5

HOURS: 37 per week/40 weeks per year

REPORTS TO: Head of Student Engagement and Wellbeing

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

To support the Heads of House in raising standards of student wellbeing to promote behaviour for living with all year groups and ability profiles.

To ensure internal monitoring records are accurate and updated on a daily or weekly basis, as appropriate, reporting trends to the Head of Student Engagement and Wellbeing.

To continually track and monitor the engagement of student groups, particularly those at risk of exclusion, developing strategies to reduce any barriers to learning.

To liaise closely with families, pastoral staff and agencies of identified students to improve attendance rates and provide these students with the opportunity to reach their individual potential.

To provide personalised guidance and support, promoting a restorative approach, for all students and their families as appropriate, where behaviour has been a concern.

Accountabilities:

1. To support Heads of House in creating a positive school culture where successes are celebrated, and differences are valued, instilling a sense of pride and belonging in every student.
2. To support students, in class where necessary, and ensure records of actions and outcomes are kept.
3. To monitor safeguarding referrals from staff, through CPOMS, acting upon and escalating concerns as required.
4. To continually monitor engagement in lessons and support strong relationships between students and staff, promoting restorative practice at every opportunity.
5. To undertake duty every morning to welcome students on arrival, ensuring they are prepared for the day ahead.
6. To provide emotional literacy support for identified individuals.
7. To engage with parents/carers of students to promote early intervention, high quality parenting and identify where there are needs as a result of challenging circumstances; including offering and delivering restorative meetings.

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8. To facilitate multi agency working and liaise with other professionals, including the MASH team, to represent the school and student as necessary.
9. To keep and maintain accurate records and appropriate tracking and monitoring documentation.
10. To deliver level 1 and 2 qualifications through the Compass Centre, as required.
11. To work with families, at times by visiting their homes, to signpost them to a range of universal groups, services and activities on offer; assisting with the provision of targeted intervention to prevent the breakdown of relationships between students, their families and the school.
12. To promote and support good school attendance to enable students to have full access to educational opportunities and assist in removing barriers to learning.
13. To keep accurate, up to date records of all individual case studies and provide information and advice to relevant staff on individual cases.
14. To develop and organise incentive schemes, which promote and celebrate achievements for individual students.
15. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
16. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
17. To promote student's wellbeing by undertaking supervision of students during breaktimes as timetabled on a daily basis.
18. To attend staff meetings and whole school events as required e.g. Open Evening, as published annually in the whole school diary.
19. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
20. To be a Form Tutor and play an active role in promoting the House ethos.
21. To take responsibility for your own wellbeing.
22. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

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