

Job Description and Person Specification
Pastoral Support worker

Job details	
Job title	Pastoral Support worker
School	Toftwood Infant and Junior school Federaion
Section	
Location	
GR Number	GR9003
Grade	HLTA Scale E
Responsible to	Headteacher/SLT
Responsible for	Pastoral support and safeguarding of pupils
Effective date	1 Jan 2025

Role and context
<p>Job purpose</p> <ul style="list-style-type: none"> • Under the direction of SLT to assist with the pastoral support and care of pupils and act as an alternate DSL when required (training will be given) • To support the emotional welfare of children across the federation • To develop children's self regulation skills through zones of regulation and other means • To be a trusted adult for children and liaise with the team around the child
<p>Context</p> <p>Job Family: Pastoral Roles</p>

Principal Accountabilities
<p>Support for pupils</p> <ol style="list-style-type: none"> 1. To be a trusted adult for pupils, following up with those showing signs of upset or worry, either identified by staff or as observed by the individual 2. Planning and resourcing for activities to support the children's social, emotional and behavioural development. 3. To promote positive relationships between home and school 4. Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents 5. Attend to the personal and social needs of pupils, during break and lunchtimes, depending on the nature of a pupil's special needs and wherever possible, making this part of the learning experience. 6. Use strategies, in liaison with the teacher, ELSA lead and Inclusion Lead to support pupils to achieve learning goals. 7. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc. 8. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.

9. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses recording achievement and progress and feeding back to the teacher.
10. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person immediately.
11. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
12. Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
13. Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
14. Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.
15. Liaise closely with the SLT and the family support worker so the most effective support can be given.
16. Train as a DSL and act as an alternate DSL to ensure high quality safeguarding and attend meetings as appropriate to support the child.
17. Play an active role in keeping children safe by having check ins, collecting wishes and feelings. Maintaining accurate records and communicating with stakeholders.

Person specification	
Essential	Desirable
Qualifications	
Good numeracy or Literacy skills - Grades A-C or 4-9 in English and Maths at GCSE or equivalent NVQ 2 Or 3 or equivalent in teaching assistant qualifications or pastoral qualifications	Trained in therapeutic work such as Drawing and Talking, zones of regulation etc
Experience	
Working with children of Primary age Experience of working in a school or Nursery Empathetic towards children's needs	Experience of supporting children with SEMH needs
Skills/knowledge	
Ability to manage own workload and ensure everything is completed in a timely manner Ability to attend professional meetings as required to represent the child/schools Ability to use ICT for own work Awareness of safeguarding and child protection Ability to remain confidential and speak to others only on a need to know basis	Knowledge of CPOMS or equivalent and how to use it Trained DSL

Skills/knowledge	
<p>Ability to relate well to children as well as adults and work as part of a team for the benefit of the child</p> <p>Work constructively with others as part of a team, understanding roles and responsibilities and your own position within these</p>	

General information
<ul style="list-style-type: none"> • The job descriptions details the main outcomes required • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and Federation safeguarding requirements at all times. • Job holders must ensure that they have read, understood and act in accordance with current Federation policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion. • All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and Federation's policies and procedures, within legislation, and with regard to the needs of the diverse community we serve. • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by SLT.

Please note that this is not an exhaustive list and we expect all the common attributes of a good staff member, such as professionalism, discretion, enthusiasm, dedication and commitment to be present in the successful candidate.

The requirements above will be explored through reading and discussing your supporting statement, the interview process and from references. If you have a professional portfolio it is useful to bring this to interview also.

The interview will also explore candidates' ability to perform the duties of the post and issues relating to safeguarding and promoting the welfare of children. The areas we will explore will be:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline

If short listed, any relevant issues arising from a candidate's references will be taken up at interview.