JOB DESCRIPTION

Job Title:	**Pastoral Care Worker**
Job Reference:	**SCH019**
School:	
Salary Grade:	**F**
Responsible to:	
Responsible for:	**N/A**

Main Job Purpose

1) Provide support, encouragement and pastoral care to pupils at the school.

2) Work with a range of stakeholders, parents, support staff, outreach agencies and other schools to ensure the continuity and progress of individual pupils, especially with regard to self-esteem.

Main Responsibilities and Duties

Pastoral Care:

1) Work with Special Educational Needs Co-ordinators (SENCO) to develop a strategy for pupils refusing to attend or excluded from class.

2) Respond to conflicts and situations as they arise. Defuse situations and develop strategies for those involved in conflict.

3) Work with small groups on identified issues such as self-esteem, friendship issues, behaviour, bullying etc.

4) Develop a self-referral system for pupils e.g. a listening ear, and/or a peer support initiative.

5) Be able during lunch and break times to deal with immediate situations as they arise. However, as the role develops, the post holder may see the need or value of starting and facilitating a lunchtime or an after-school club within the school.

6) Develop ideas and explore the possibility of an activity day/week during the school year.

Family Support:

7) Develop and facilitate parenting programmes.

8) Work with families with poor school attendance.

9) Promote a home/school liaison service by being available for parents on both a drop-in and appointment basis.

School Staff:

10) Meet regularly with the Headteacher or Head of Pastoral Services, and with those involved in the pastoral structure of the school.

11) Liaise on the school's behalf when difficulties arise with families.

12) Liaise with staff when arranging to meet with pupils, with a sensitivity to the educational ethos of the school.

13) Be available for members of staff who may face differing pressures at school and home.

14) Participate in school review meetings and in-service training (INSET) days to help develop and define school policies regarding pastoral care, behaviour, pupil support etc.

Outside Agencies:

15) Develop the school's links to members of the community with regard to helping the school.

16) Liaise with the school nurse, Education Welfare Officer (EWO) and other pastoral services within the school to develop a united strategy when tackling different issues.

School Pyramid:

17) Aid entrance of pupils into feeder schools.

18) Visit feeder schools and develop methods that will help the new intake of pupils.

Other duties:

19) Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and pupils – and take appropriate action should the need arise.

20) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.

21) Retain the confidentiality of all aspects of school life.

22) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the

post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

23) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

24) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

1) Some limited supervisory responsibility for temporarily assigned staff, including on-the-job training.

Knowledge and Skills

1) The post holder will undertake a variety of advanced tasks that require detailed knowledge and skills, including caring, communication and interpersonal skills, behaviour management, and child protection issues.

Creativity and Innovation

1) Creativity and innovation are an essential feature of the post. The post holder will design materials and training sessions.

2) The post holder will develop solutions for individual pupil issues, and also develop school policies.

Contacts and Relationships

1) The content and outcomes of the role are neither straightforward nor well established.

2) The post will involve a variety of contacts: internally within the school, and with outside organisations.

Decisions

1) Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

2) Decisions will have a material effect on the school's internal operation.

Resources

1) The post has limited responsibility for physical or financial resources.

<u>Work Environment</u>

1) Work is subject to deadlines and changing demands.

2) Work requires normal physical effort in a heated, lit and ventilated environment.

3) The post involves some risk to personal safety.

Prepared by: Human Resources
Date: September 2008

PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	• Previous experience of working with children •	Application form Interview References
Qualifications & Training	• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience •	Application form Certificates Interview
Aptitudes & Abilities	• • Ability to handle confidential information with discretion	Application form Interview References
Knowledge	• • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures	Application form Interview References
Attitude / Motivation	• Self motivated •	Application form Interview References
Other Factors	• Commitment to Equal Opportunities • Enhanced CRB check	Application form Interview References CRB process