

Job Profile

Pastoral / Community Support

Level 1



Job purpose:	To assist with the provision of pastoral care to, and support pupils for their mental and physical welfare, encouraging positive attitudes and behaviour around the school.		
Reporting to:	Headteacher, School Business Manager		
Responsible for - Staff	NA		
Liaising with:	Headteacher, teachers, children, parents/carers		
Grade of post:	G4	Gauge ref:	A23559
Disclosure level:	Enhanced		

Job Outline

- To provide pastoral care for students in the school and provide routine administrative support.
- To comply with safeguarding policies and supporting procedures.
- To liaise with a range of people including parents/carers and specialist agencies.
- To assist in the development and implementation of education / behaviour / support / mentoring plans.
- To deliver pre-determined IEP's to students reporting those in need of particular support.
- To deliver intervention strategies and intervention packages for vulnerable students, particularly those with behaviour issues.
- To supervise pupils who are not working to a normal timetable and support pupils in class.
- To deal with behaviour issues and conflict management.
- To monitor and evaluate student's responses and progress against action plans through observation and planned recording and to provide objective and accurate feedback and reports as required, including Personal Support Plans.
- To update record systems and follow processes in line with child protection regulations and school policies.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Pastoral / Community Support Level 1 Person Specification / Selection Criteria

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 4-11 years in a voluntary or professional capacity	E		A, I
Experience and understanding of Every Child Matters within a school setting		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
2 X GCSE's in English & Maths or equivalent level of qualification	E		A, I
Willingness to undertake further relevant training	E		I
Willingness to undertake basic first aid	E		A, I
Team Teach training		D	

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of relevant policies/codes of practice in behaviour management	E		A, I
Understanding of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children		D	
Understanding of relevant legislation	E		A, I
Understanding of LEA support services		D	
Knowledge of how to use a range of computer programmes		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to monitor systems to evaluate and improve the activities of pastoral care	E		A, I
Demonstrate a commitment to promoting and achieving equal opportunities for students	E		A, I
Good communication skills to deal with both children and adults	E		A, I
Ability to engage and influence others		D	A, I
Ability to deliver objectives and targets within agreed timescales	E		A, I
Willingness to work outside of normal school hours when required	E		A, I
Ability to work as part of a team	E		A, I
Ability to identify own training and development needs	E		A, I
Ability to reflect on practice and keep up to date with educational research		D	
A positive mental attitude and ability to cope under pressure	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I