



JOB DESCRIPTION & PERSON SPECIFICATION FOR PASTORAL WORKER



Job Title:	Pastoral Worker
Job Reference:	SCH019
School:	Mudford Community Infants School
Salary Grade:	F
Responsible to:	Senior Leadership Team

Main Duties

Pastoral Care

- To work with children, developing positive relationships and providing appropriate support
- To support children's mental health and well-being by helping them to deal with worries and problems
- To support children's social and emotional regulation in a variety of contexts including at lunchtime
- Help children to learn through pastoral support
- Support children's transition between year groups

Family Support

- To develop home/school links, which encourage good communication between the school and families
- To promote and facilitate parental understanding of a child's needs
- To support and advise parents sensitively to help them improve their parenting skills
- To work with families to ensure high levels of attendance.
- To support parents to provide an appropriate home environment in which children feel safe and which encourages the development of their self-esteem and resilience
- To signpost and, where appropriate, refer parents to services delivered by other agencies
- Work with outside agencies to support effective transition for vulnerable children and families.
- To follow and adhere to all agreed Child Protection, Safeguarding and Lone Working Policies and procedures
- To co-ordinate meetings and drop-in sessions at appropriate times to support parents' needs e.g. Mother and Toddler groups, Locality parent training Co-ordination and liaison with others
- To liaise on a regular basis with the Head teacher, Deputy Head teacher and SENCO
- To liaise with Locality Team staff (eg: Early Help) and Social workers
- To develop links with agencies that provide and promote learning opportunities for parents and carers
- To attend Multi Agency, Team around the Family and Core Group Meetings to discuss referrals and agree work plans.
- To keep careful, consistent and high quality up-to-date records of meetings, following the school protocols
- To monitor the effectiveness of all work taken place and write reports as required
- To comply with the school's confidentiality, code of practice, data protection and health and safety policies

General

- All work to be carried out confidentially
- To contribute to school ethos, aims and development
- To attend meetings, run groups and deliver training as required
- To maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role
- To contribute to performance management in line with school policy
- To work within the equal opportunities and anti-discriminatory framework
- To attend training as agreed with the line manager

Person Specification

Skills, aptitudes, knowledge and experience

- Previous experience working with children and their families
- Experience of running effective support for families
- Ability to work as part of a team and on own initiative
- Ability to set up and deliver family support programmes including group work
- To be qualified to deliver ELSA (desirable)

Personal qualities

- Ability to work with children and young people in a variety of settings within school, home or in the community
- Ability to work flexibly and supportively with parents and carers
- To maintain professional boundaries when working with adults and children
- Good organisational, record keeping, planning skills
- Excellent written and verbal communication skills, with colleagues, parents, carers and children
- Be tactful, diplomatic and sensitive and have a good sense of humour
- Punctuality, patience, reliability and trustworthiness
- Ability to take on responsibility and to work on initiatives within boundaries

Ability to Safeguard and promote the welfare of children and young people

- To be able to follow the Code of Practice and the school's Safeguarding policy
- To be reliable and trustworthy and be able to use professional judgement when receiving and dealing with sensitive information