

**Pastoral Support Worker**

**Job Description**

**Main aspects of the role:**

* Ensure oversight within the Student Support Base daily, maintaining adherence to timetables and ensuring completion of student work.
* Liaise with subject leads to ensure appropriate work availability for students on supportive timetables.
* Possess knowledge of KS3/4 curriculum to effectively support student understanding.
* Assist students in developing study, organisational, and social skills.
* Foster students’ confidence, self-esteem, and motivation.
* Support students in utilising IT resources effectively.
* Plan, deliver, and evaluate intervention programmes enhancing students' learning, behaviour, emotional wellbeing, and attendance.
* Supervise students engaged in individual and small group programmes.
* Monitor and facilitate activities and off-site visits.
* Contribute to behaviour and attendance improvement initiatives.
* Maintain accurate pastoral data and records.
* Promote regular attendance, including providing transport or escorting students when necessary.
* Provide informal counselling to students and refer them to specialist services as needed.
* Monitor and document progress of targeted students.
* Support and facilitate reintegration of students into mainstream and lesson environments.
* Collaborate with staff, parents, and external agencies as required.
* Participate in professional development programmes.
* Maintain awareness of and implement Behaviour Management policies and strategies.
* Undertake regular training as necessary.
* Contribute to planning and review meetings.

**Purpose:**

* Uphold the vision of Aspirations Academies Trust.
* Drive consistent focus across the Aspirations Academies Trust on raising achievement and improving student outcomes.
* Ensure integration of the Aspirations framework throughout the Academy.
* Maintain up-to-date records of student behaviour, actions taken, and parental meetings using school information management systems.
* Collaborate closely with the Inclusion Team & SENCo to identify appropriate support for targeted, vulnerable, and at-risk students.
* Provide administrative support to the Inclusion Team & SENCo, including generating reports on individual and group student progress.
* Assist staff in supporting pupils with emotional and behavioural difficulties, including those excluded or unable to attend due to illness or other challenges.
* Supervise and support targeted students individually and in groups.
* Promote positive learning and behaviour habits.
* Encourage positive attendance.
* Assist students in achieving learning and behaviour targets as outlined in PEPs, BIPs, etc.
* Deliver targeted pastoral interventions focusing on behaviour, social skills, and emotional wellbeing.
* Establish effective partnerships with parents/carers, professionals, and external agencies in the best interests of students.
* Build and maintain relationships with external agencies offering appropriate support and advice for students' needs.

**Other Duties:**

* Engage in personal development as agreed during appraisal.
* Actively participate in the performance review process.
* Address appraisal targets set annually by the line manager each Autumn Term.
* Contribute fully to the Academy community, supporting its distinctive aim and ethos, and encouraging staff and students to follow this example.
* Actively promote the Academy’s policies.
* Adhere to the Academy’s Health and Safety policy, undertaking risk assessments as required.
* Maintain excellent attendance and punctuality.
* Comply with the Academy’s Dress Code.

**General:**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Conditions of Service**

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

**Special Conditions of Service**

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the academy’s Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.