

JOB DESCRIPTION FOR SUPPORT STAFF

JOB TITLE: Pastoral Support

REPORTS TO: Pastoral Manager

PURPOSE OF THE JOB

To provide high quality pastoral and learning support to children throughout the school. This includes working with children to improve behaviour and social skills either in class or individually as well as supervising children who have been withdrawn from lessons.

STAFF MANAGEMENT/FINANCIAL MANAGEMENT

The position is not responsible for managing staff or a budget

PRINCIPAL ACCOUNTABILITIES

- Implement appropriate support strategies developed thorough assessing the social, emotional, behavioural and learning needs of students
- ensure students are fully prepared for learning by implementing strategies and support to promote effective organisation;
- Provide support for students who present with challenging behaviour
- Supervise students referred to the Pastoral room
- Investigate incidents and use restorative practices to resolve issues
- Work with individual students and groups to improve behaviour and develop social skills
- Provide support for vulnerable students
- Liaise as needed with parents in meetings and by telephone
- Contribute to the negotiation of students' individual targets
- Monitor and support students on report

NECESSARY KNOWLEDGE, EXPERIENCE AND SKILLS

	ESSENTIAL	DESIRABLE
Qualifications	5 GCSEs (A*-C including Maths & English)	Post 16 qualifications
	Formal qualifications to demonstrate competence in basic skills/learning support	
Experience		Experience of managing behaviour across the age and ability range.
		Experience of contributing to learning enrichment activities
		Experience of involving businesses and/or the wider community in the life of the school.
		Experience of liaising with parents.
Skills	Ability to inspire the confidence of students, parents and colleagues	
	Excellent interpersonal skills	
	Ability to give and receive effective feedback and act to improve own performance and that of others.	
	Ability to explain ideas clearly and succinctly.	
	Competent user of ICT	
	Ability to ask for advice and support where necessary	
	Self-motivating with a positive outlook.	
	Ability to work to deadlines and under pressure.	
Other requirements	Excellent attendance and punctuality record	

	Commitment to the “fun and fundamentals” of learning.	
	Commitment to self-evaluation and continuous improvement	
	Belief in the positive difference high quality educational opportunities make to peoples’ lives.	
	Awareness of different learning styles and multiple intelligences.	
	Understanding of the pastoral support role in schools and the work of external agencies	Understanding of the potential of e learning.
	Commitment to working in partnership with parents	
	Commitment to working in partnership with businesses and the wider community.	
	Commitment to sharing best practice. Commitment to providing high quality learning opportunities for the whole community	