

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to improve behaviour and social skills either in class or individually as well as supervising children who have been withdrawn from lessons.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 through 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

- Provide one-to-one mentoring of students
- Prepare formal reports and monitoring records as required
- Work independently with groups of students to improve behaviour, learning, literacy and numeracy skills
- Prepare and develop differentiated materials to use with students working away from the classroom
- Support the effective tracking and monitoring of attendance and behaviour across the school.
- Ensure students adhere to the dress code and follow up uniform infringement, including communication with parents
- Establish and promote best practice methods by keeping up to date with wider professional issues and briefing other team-members;
- Works with external agencies
- attend meetings relating to student welfare and disseminate information and advice to staff
- liaise with parents and external agencies over student welfare, care and disciplinary issues
- Any other reasonable duties requested by the Headteacher

General Requirements

All school based posts are defined as Regulated Activity and therefore the post is subject to an Enhanced with Barred List DBS check.

All employees are expected to share this commitment, to follow MKET’S safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

Commitment to uphold MKET’s Equality and Health and Safety Policies

All staff must follow the MKET Code of Conduct

All staff must have an understanding of the requirements of Data Protection and confidentiality in the workplace

Pastoral Support

We confirm that this document conveys a full and accurate description of the job as at 1 January 2016:

Signed:
Postholder **Line Manager**



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	