

NOTRE DAME HIGH SCHOOL
PASTORAL SUPPORT WORKER



JOB TITLE: PASTORAL SUPPORT WORKER

RESPONSIBLE TO: Assistant Head teacher Student Welfare

GRADE: GR9028 Scale E (point scale 18-21).

HOURS: KS3 - 37 hours per week term time plus 2 weeks.

RESPONSIBLE FOR: Under the direction of the Senior Pastoral Support Worker to support the Pastoral systems in the school

1. PURPOSE AND SCOPE

- 1.1 To support the pastoral systems in the school, including attendance, and behaviour.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the Assistant Head teacher Student Welfare and line managed by the Senior Pastoral and Curriculum Support Worker
- 2.2 Works under the general direction of the Heads of Years (HoYs)

3. MAIN DUTIES AND RESPONSIBILITIES

Pastoral Support Systems

- 3.1 Directed by the Senior Pastoral Support Worker and liaising with HoYs, follow up day to day attendance issues, behaviour incidents.
- 3.2 Providing admin support for Senior Pastoral Support Worker and/or HoY communication with parents
- 3.3 Maintain student pastoral files
- 3.4 Addressing student needs when they visit the Pastoral Office
- 3.5 Assisting HoY and/or Senior Pastoral Support Worker in setting up pastoral meetings and providing admin support
- 3.6 Assisting HoYs with organisation of Year Group events including Parents Evenings
- 3.7 Take minutes at meetings including Pastoral Board
- 3.8 Providing admin support for admission of new students and transition between Key Stages
- 3.9 Providing admin support for the pastoral dimension of the whole school reporting system
- 3.10 Liaising with the Learning Support Centre Team and Special Educational Needs Team as required
- 3.11 Providing admin support for liaison with outside agencies and organisations
- 3.12 To provide first aid as part of the first aid rota team
- 3.13 To provide Emergency Cover for Student Reception as required

NOTRE DAME HIGH SCHOOL
PASTORAL SUPPORT WORKER

4 General duties

- 4.1 Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection,
- 4.2 Be aware that all pupils have equal access to opportunities to learn and develop.
- 4.3 Participate in training and other learning activities as required and to participate in appraisal and professional development.
- 4.4 Undertake other similar duties and activities that fall within the grade and role any other duties as may be reasonably required by the Head teacher.

The school will endeavour to make any necessary reasonable adjustment 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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, every individual task undertaken may not be identified.

Special Conditions of Service:

Because of 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 appointment interview.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school

**NOTRE DAME HIGH SCHOOL
PASTORAL SUPPORT WORKER**

PERSON SPECIFICATION

			<i>Assessment</i>
Experience	Experience of working in an Pastoral support function or other support function in a school/organisation.	Highly Desirable	<i>Application form /Interview</i>
Qualifications and Training	Good literacy and Numeracy skills to NVQ2	Essential	<i>Application form</i>
	Good general level of education and to NVQ3 level	Highly Desirable	<i>Application form</i>
	ICT skills including excel and word to NVQ2 level	Desirable	<i>Application form</i>
	First Aid qualification (training will be provided)	Desirable	<i>Application form</i>
Knowledge and Skills	Understanding of relevant behaviour policies and procedures	Desirable	<i>Interview & Application form (for all)</i>
	Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment;	Desirable	
	An understanding of education policy and procedures	Essential	
	Confident knowledge and skills of ICT;		
	Ability to undertake varied duties;	Essential	
	Good communication skills with people at all levels;	Essential	
	Ability to gain respect of pupils through manner of confidence and authority;	Essential	
	Able to organise own workload in the context of varied tasks;	Desirable	
Personal Qualities	Effective time management and organisation skills	Essential	<i>Interview Interview Application form/interview Interview Application form/Interview Interview</i>
	Experience of CMIS software	Essential	
	Able to work calmly under pressure;	Essential	
	Ability to critically evaluate own performance and make any necessary changes to be more effective	Desirable	
	Commitment to the Catholic Ethos of the school	Essential	
	Honest, reliable, trustworthy	Essential	
	Ability to work in a team	Essential	
	Attention to detail	Essential	