**Elthorne Park High School**

Job description

**Pastoral Support Worker**

**SCALE: Scale 7**

**HOURS OF WORK:** 35 hours per week – term time only

**RESPONSIBLE TO:** Assistant Head Teacher - Behaviour and Attitudes and

allocated Year Leader

**Purpose of the Post**

* To mentor students with behaviour and attendance concerns and those who are academically under-performing.
* To investigate and resolve behaviour issues during the school day
* To support the running of the school’s on-call process and internal suspension and reflection rooms.
* To work as a member of the school's pastoral team to support students' welfare and safety, and to identify and address barriers to learning and encourage academic progress
* To liaise closely with the Year Leader to provide appropriate interventions for students with identified needs
* To establish and maintain close contact with parents in order to address academic underperformance, attendance, behaviour or other specific issues affecting student progress and well-being.
* To communicate with professionals and outside agencies to provide support for students and their families as required

**Duties and Responsibilities**

1. To utilise a range of data to identify individuals and groups at risk of under-achievement.
2. In consultation with your line manager, to devise and implement strategies to address barriers to learning
3. To deliver intervention programmes including mentoring of identified students and groups and evaluate their effectiveness.
4. To support the running of the school’s on-call process, internal suspension and reflection rooms.
5. To investigate, record and communicate behaviour incidents to parents and staff
6. To attend and contribute to re-integration meetings following student suspension.
7. To maintain records of support and intervention
8. To have and to further develop a knowledge of the range of agencies, organisations and opportunities available to provide support for students
9. To attend and contribute to school and multi-professional meetings including meetings convened by social care.
10. To establish and maintain regular contact with parents, including attendance at parents’ evenings (currently by appointment during standard working hours) and to carry out home visits when required.
11. To make daily attendance calls to parents to further challenge and raise attendance standards
12. To support students with emotional and mental health needs and attend case conferences when required.
13. To review safeguarding cases for the assigned year group on transition to the school
14. To liaise regularly and frequently with the Year Leader and other key staff including the SENCO, Attendance Officer and Connexions
15. To support the effective transition of students across phases i.e. induction, options and post 16 guidance and advice
16. To support the Year Leader with the organisation and running of extracurricular activities
17. To assist in the enforcement of sanctions in accordance with school policy and to participate in assisting the management of detentions.
18. To actively support the school's policies on behaviour, uniform, attendance and punctuality and equality.