

Job Description

Job Role:	Pastoral Support Worker
Management level:	N/A
Reporting to:	EBSA & Nurture and Wellbeing Lead
Direct reports:	SENCo
Functional reports	
Salary:	£ to £
Hours of work:	35

The Charity

Fresh Futures (FF) is a registered charity, based in Kirklees, delivering services across South and West Yorkshire. Our vision is a future where Children, Young People, Families and Older People achieve their full potential in life. Our work is delivered through 4 themes of activity - Education & Training, Early Intervention & Prevention, Specialist Family Services and Social Enterprise activities.

Purpose of the job

To provide support and have responsibility for the learning, emotional development and welfare of disadvantaged and vulnerable pupils in school and in the community. Providing 1-2-1 and group support for learning and educational activities, developing social skills and secure physical and emotional wellbeing.

Main activities

- To be responsible for delivering offsite and inhouse learning including home visits, small group sessions, lesson support and 1-2-1 lesson delivery.
- To be responsible for creating resources and delivering lessons either 1-2-1 or small groups to support pupils SEMH.
- To support and encourage re engagement of emotionally based school anxious non-attenders (EBSA).
- Update and review Education, health care plans (EHCP)
- Responsible for identifying any child at risk following safeguarding processes and procedures.

- Responsible for developing and creating resources and activities to support individual pupils EHCP outcomes relating to Cognition, communication and social and emotional wellbeing.
- To create and deliver personalised learning to support the re inclusion of all pupils.
- Support pupils and families to ensure they are informed and included in decision making.
- Responsible for providing staff with up-to-date information regarding strategies to support pupils to maintain provision.
- Create and develop de escalation techniques to support targets.
- Responsible for updating all targets and intervention documents and updating the pastoral team.
- Responsible for updating provision maps using the schools MIS.
- Work alongside outside agencies regarding pupil progress, such as (but not limited to) CAMH's, Educational psychologist, SENDACT etc.
- To prepare pupils emotionally, socially and academically for a successful transition at the end of the placement involvement.
- Participate and research in professional development opportunities.
- To work alongside the pastoral team providing and updating pupil development in preparation for reviews and meetings.
- Support the EBSA and Nurture and wellbeing lead in completing targets for individual pupils.

Safeguarding Duties and responsibilities

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse and neglect. If you suspect or confirm then it is essential, you know what actions to take.

In addition, the Pastoral support will:

- Be responsible for completing factual and accurate recording of safeguarding using the schools MIS (Cpoms)
- Update and review EHC Plans.
- Keep up to date with safeguarding, keeping children safe, prevent and other relevant policies for safeguarding within education.
- A willingness to support and drive the school's vision and ethos.

Knowledge, training and experience required

- Previous experience in a similar role
- Safeguarding level 1 and 2, and awareness of KSCB procedures.
- Good knowledge of a variety of approaches to pupil engagement and learning with a focus on developing children and young people's social skills and emotional literacy
- Knowledge in using Zones of regulation and trauma informed approaches.
- A knowledge of behaviour management strategies including de-escalation techniques.
- Good ICT skills.
- Full (clean) driving license.

Key personal characteristics

- Flexible and reliable
- Excellent communication skills
- Resilience
- Good organisational skills
- Punctual, reliable and consistent.
- Solution focused.
- Sense of humour.
- Positive, professional, enthusiastic and committed to supporting the progress and development of young people.

NOTES

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.