

## JOB DESCRIPTION

<b>POST TITLE</b>	<b>Pastoral Intervention Worker</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To provide pupil interventions</li> <li>• To support pupils with Mental Health and Wellbeing</li> <li>• To improve attendance, educational opportunities and future life chances of pupils and to promote a positive attitude towards school</li> <li>• To promote good attendance and punctuality</li> </ul>
<b>Reporting to:</b>	Assistant Headteacher (Behaviour & Safety)
<b>Liaising with:</b>	Head of Year, Deputy Head of Year, Parents/Carers, Pupils, Tutors, Headteacher and other senior staff, Curriculum Leaders, other teachers, support staff and college council, SENCO and relevant non-teaching staff
<b>Working Time:</b>	37 hours per week – term time + 1 week 8.00 am - 4.00 pm Mon – Thurs and 8.00 am -3.30pm Fri
<b>Salary/Grade:</b>	HCC Grade D
<b>Disclosure level:</b>	Enhanced

### Role Requirements

<b>Accountabilities</b>	
Support for Pupils	<ul style="list-style-type: none"> <li>• Provide pastoral support to pupils through small group interventions</li> <li>• Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.</li> <li>• Write intervention programs</li> <li>• Challenge and motivate pupils, promote and reinforce self-esteem.</li> <li>• To act as the Designated Mental Health Lead</li> <li>• To encourage pupils' engagement with the education process by supporting behaviour for learning</li> <li>• To attend meetings and contribute to the work of the Pastoral Support Team</li> <li>• To work with other colleagues to formulate aims, objectives and strategic plans for the pastoral area to reflect the needs of the CIP (College Improvement Plan)</li> <li>• To work collaboratively with all members of the Pastoral Team</li> <li>• Maintain appropriate Pupils' Intervention Records showing impact of the interventions</li> <li>• Recording all interventions on CPOMS</li> <li>• Support pupils as a member of the Safeguarding Team</li> </ul>

	<ul style="list-style-type: none"> <li>• To support Year Teams in the absence of any Deputy Head Of Year (DHOY)</li> <li>• Organise and arrange outside speakers that support pupil wellbeing</li> <li>• Organise and arrange parent events to support pupil wellbeing</li> <li>• To support and train wellbeing ambassadors</li> <li>• Be part of the school wellbeing team</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Work with pupils who are at risk of becoming EBSA (Emotionally Based School Avoidance)</li> <li>• Meet with parents/carers of EBSA pupils to develop action plans agreed with the pastoral team.</li> <li>• Work with persistently absent &amp; severely absent pupils to maintain a link and facilitate a return</li> <li>• To support the daily recording of absence on ClassCharts</li> <li>• Support with the N list when required</li> <li>• Complete home visits to support pupils' attendance with a focus on Pupil Premium pupils</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• Expected to maintain behaviour management standards of some children, some of whom can be challenging and difficult to deal with</li> <li>• Health and Safety responsibility for self, children in an area which is a child-centred environment</li> <li>• High confidentiality component and needs to hold the trust and confidence of both the pupils and teachers and parents/carers. If acquired information on child protection/family sensitive issues must be treated carefully and appropriately.</li> </ul>
<b>Corporate and statutory initiatives – equalities/health and safety/e-government/sustainability</b>	<p>A range of health and safety responsibilities, including:</p> <ul style="list-style-type: none"> <li>• Health and safety responsibility for self, children in an area which is a child centred environment</li> <li>• Maintain an awareness of the College, national and statutory policies and requirements and apply these in the workplace</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example</li> <li>• To carry out daily break duties</li> <li>• To continue personal development as agreed</li> <li>• To engage actively in the performance review process</li> <li>• Any other such duties as may reasonably be allocated by the Headteacher or Assistant Headteacher Pastoral</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<b>Context/Additional Information:</b>	<ul style="list-style-type: none"> <li>• This role has a highly confidential component and requires the post holder to gain and maintain the trust and confidence of pupils and their families. The post holder may be afforded access to child protection/family sensitive information and will be required to treat this accordingly</li> <li>• The role may include home-visits to families of excluded or non-attendeo pupils. Although visits will not be required if</li> </ul>

	<p>there is a history or suspicion of violence, there are risks of lone-working and it is expected that the role holder will adhere to lone-working policies and procedures.</p> <ul style="list-style-type: none"> <li>• The post holder may experience stress as a result of working with individuals with a diverse range of complex and demanding behaviours</li> <li>• The role requires a high degree of integrity and a full understanding of the confidentiality of the issues with which the role holder will be dealing of both pupils and staff</li> </ul>
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### **The main contacts**

- Assistant Headteacher Pastoral
- Head Of Year/Deputy Head Of Year
- Attendance Officer
- Pupils/Teachers/Tutors
- Support Staff
- Parents/Carers

### **Specific Essential Qualities**

- Work well with pupils in a small group intervention
- Technical skills – keyboard, word processing, photocopiers – a working knowledge of SIMS would be beneficial but not essential
- Experience of office working and processes
- Excellent written and oral communication skills
- Ability to prioritise workloads and work to deadlines without supervision
- Good organisational skills. Good communicator
- Skilled in maintaining personal and professional confidentiality
- Approachable and patient
- Confident in dealing with telephone and face to face enquiries