



ST PETER'S SCHOOL JOB DESCRIPTION

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Post Title	Pastoral Intervention Worker
Purpose	<ul style="list-style-type: none"> • Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. • To deliver, or arrange and coordinate pastoral intervention for students and families across Key Stage 3 and 4. • To support the pastoral team and wider staff to ensure high standards of behaviour and expectations in and out of lessons. • To work with parents and other outside agencies to ensure a co-ordinated response to the care, guidance and support of students. • To engage with families by coordinating and providing family support. • To coordinate and facilitate Parenting Programmes. • To help children, young people and families to overcome barriers and challenges in order to improve future outcomes.
Reporting to	Assistant Head - Pastoral Care
Responsible for	The provision of fully-integrated pastoral intervention
Liaising with	Head of Year, Student support team, Safeguarding team, SLT, Group Tutors, Student Services Team, staff and external agencies
Working time	37 hours per week, term time plus one week
Salary/Grade	Scale 5 point 12-17

Responsibilities

Safeguarding

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

General

- To work with colleagues to identify students and families in need of pastoral intervention either as identified through concerns about progress, safeguarding or behaviour.
- To deliver in and out of school intervention with students and families.
- To be a key link with external agencies to ensure that students access external support in a timely and appropriate manner.
- To resolve problems experienced by students, liaising with school staff and other agencies as required

- To keep up to date records of all interactions and communicate them to appropriate school staff, maintaining confidentiality, as appropriate
- To help to resolve parental concerns
- Where required, meet parents and complete school paperwork to support students who are experiencing difficulties in school and implement support structures where necessary.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To liaise with the School Attendance Officer regarding attendance and punctuality liaising with the Educational Welfare Officer on matters of concern.
- To be the lead working with the same family that has children in different schools within The Trust

Students

- To deliver and coordinate all aspects of pastoral intervention to students and families at St Peter's School.
- Responding to requests for emergency support in lessons and taking appropriate action to deal with incidents effectively, including follow up interventions.
- Take a pro-active role in the support for students with special needs. Liaison with SENCO to discuss the provision of support for students with special educational and/or emotional needs.
- Ensure appropriate and swift referral for distressed/emotionally unstable students.
- To challenge and motivate students, encouraging their enthusiasm and independent responsibility for their own well-being, personal and academic development/achievement.
- Dealing with uniform and associated issues, including contact with parents for identified students to ensure that barriers to learning are removed.

Attendance

- Coordinate support and intervention for identified students and families around school attendance.

Communication

- To keep the pastoral team/safeguarding informed of any significant issues that affect individual students as appropriate
- To liaise closely with pastoral team/safeguarding to identify students in need of support and to keep these colleagues informed of students' progress and development.
- Liaison with external support agencies such as Social Services, EWO, police, etc.
- To work closely with the other student Support Managers contribute to the fostering and development of a mutually supportive and pro-active working environment. Establish and develop constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, academic and personal development and supporting home to school community links.

Administration

- Track and monitor the effectiveness of interventions

The school

- To contribute towards the maintenance of a safe and healthy working environment
- To assist in the implementation and promotion of school policies and procedures, for example, uniform, attendance, personal development and academic achievement
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example, thus contributing to the overall ethos/work/aims of the school

- To be qualified in first aid and provide for response if required

Safeguarding

- To support the safeguarding lead as and when necessary

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

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

Last Review Date: June 2020

Next Review Date: May 2021

Line Manager's name & signature: _____

Date: _____

Post holder's signature: _____

Date: _____