

## Role Profile

<b>Service:</b>	
<b>Location:</b>	<b>Various – Community Schools within London Borough of Barnet</b>
<b>Job Title:</b>	<b>School Pastoral Care – Level Three</b>
<b>Grade:</b>	<b>G</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Headteacher/Deputy Headteacher/Inclusion Lead</b>

### 1. Purpose of Job:

To provide a complementary and supportive pastoral care service to the school, or other learning establishment, and external agencies, working with pupils and their parents/carers whose difficulties are providing significant barriers to learning.

Member of the School Inclusion/Pastoral Team

### 2. Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. This section of the role profile gives examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

#### Engaging pupils with learning

- Work directly with identified individuals and groups of pupils to help overcome barriers to learning and raise achievement
- To assist the Inclusion Leader in identifying existing and potential difficulties in pupil's learning and progress, providing assistance with strategies to help the pupil to overcome them and enable them to fully engage in their learning process
- Work closely with all school staff, parents/carers and external agencies to achieve a shared understanding of the needs of individual pupils to help them progress in the learning environment

- Under the guidance of the Inclusion Leader, develop a range of individual and group pastoral programmes and action plans based on an assessment of and tailored to suit pastoral and wellbeing needs, to help pupils engage more effectively
- Keep up to date records on the progress of pupils including observations and agreed targets
- Provide regular opportunities to liaise with parents/carers to keep them informed about and involved in their child's progress
- Follow systems of referral, recording, reporting and reviewing procedures
- May support with researching, developing and delivering whole class sessions on a range of pastoral and wellbeing topics, for example, safeguarding, Internet safety

### **Pupil care and wellbeing**

- Work with and provide pastoral support to individuals and groups of pupils where emotional and social issues may affect their engagement in the learning process
- Maintain the health, safety, protection and wellbeing of pupils throughout mentoring/pastoral process
- Liaise with parents, appropriate agencies and the wider school community to support all involved with identified pupils, which may include home visits
- Share pastoral systems and processes with other school provisions to support the integration of pastoral and wellbeing care within the school
- Collate and provide data on the progress of mentored pupils to support the analysis of data
- Contribute to policies and practices which promote pupil inclusion and engagement
- Provide pastoral care advice and support to parents/carers on a range of school matters, for example, school admissions, school transitions
- May act as a Deputy Designated Safeguarding Lead, keeping the head teacher informed at all stages
- May represent school at Child Protection Conferences and write child protection reports

### **Attendance and punctuality**

- Monitor the attendance of all pupils, especially individual pupils where this has been raised as a concern, contacting parents/carers and providing support as appropriate to improve attendance and punctuality
- Liaise with the Educational Welfare Officer, Targeted Youth Worker or other professional agencies to implement strategies to improve pupil attendance and punctuality
- Help to identify those pupils at risk of exclusion, inform the Inclusion Leader and together provide pastoral programmes
- Liaise with the local authority regarding court assessments, providing information as requested and attending meetings and hearings as required
- Produce attendance data and complete absence return forms and other analysis as required by the school and other organisations

### **First aid and health-related support**

- May provide routine and emergency first aid for pupils and deal with minor illnesses, contacting parents as necessary. First aid may also be administered to staff and visitors

### **School support**

- Support the school with special events, such as school concerts, plays, parents' / carers' evenings.
- May assist or run a school club(s)

### **3. Promotion of Corporate Values**

To ensure that relationships with stakeholders are maintained to the agreed standards according to the school's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

### **4. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

## **5. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

## PERSON SPECIFICATION

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<b>Job Title:</b>	<b>School Pastoral Care – Level Three</b>
<b>Grade:</b>	<b>G</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Headteacher/Deputy Headteacher/School Business Manager/Office Manager</b>

<b>Knowledge, training and experience</b>
<ul style="list-style-type: none"> <li>• Educated to or working towards NVQ level 4, or other qualification(s) relating to providing support for children and young people, or equivalent knowledge and experience</li> <li>• Working knowledge and good understanding of relevant school policies and procedures, such as safeguarding, health and safety, positive handling, data protection, managing behaviour, equal opportunities, school attendance</li> <li>• Working knowledge and understanding of relevant legislation that impacts on role</li> <li>• Appropriate level of safeguarding training</li> <li>• Awareness and understanding of issues relating to equality of access and opportunity</li> <li>• Knowledge and understanding of purpose and role of the Common Assessment Framework</li> <li>• May hold an age appropriate first aid qualification, for example Paediatric, 6-12 years and/or first aid at work qualification</li> <li>• Proven successful experience working with children and young people in an educational, youth or social services work environment</li> <li>• Knowledge of supporting children/young people with barriers to learning</li> <li>• Knowledge and understanding of children and young person’s development</li> <li>• Undertake further training as required, such as training on Downs Syndrome, ADHD, Autism Epilepsy, use of Epi-pen, allergies, Team Teach, conflict resolution, restorative justice</li> <li>• Able to use routine office equipment, such as photocopiers, printers</li> <li>• Microsoft Office software packages, for example Word and/or in-house software packages</li> </ul>

## Skills

### Planning, organising and controlling skills

- Work within school policies, statutory frameworks and guidance to provide pastoral care services to pupils, parents/carers, the school and working with outside agencies as required. Deliver a range of pastoral care and wellbeing services, prioritising and organising own workload and usually delivering outcomes over the short term.
- Identify and implement strategies to meet the needs of individual and groups of pupils to help them fully engage in the learning environment
- Delivers associated administrative support functions for the school that relate to the achievement and wellbeing of pupils
- Safeguard and promote the wellbeing of pupils and students in accordance with school safeguarding policies
- May contribute to policies and practice which promote inclusion and engagement by pupils

### Communication and influencing skills

- Provide a range of information to head teachers, teachers, other school employees
- Provide a range of advice, guidance and support to pupils and their parents/carers
- Build and maintain effective working relationships with parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided.
- Work with sensitivity and maintain confidentiality when working with pupils and their parents/carers
- Use good listening skills and communicate appropriately with pupils, their parents/carers and a range of professional agencies
- Operate in networks, make links with and communicate effectively with local community, individuals, institutions, multi-agencies and organisations
- Maintain appropriate professional boundaries in all contacts and support of pupils and their parents/carers

### Initiative and Innovation skills

Work within school policies, and statutory frameworks and guidance to provide pastoral care services to pupils, parents/carers, school and relevant outside agencies.

Use initiative and make decisions to:

- Identify the pastoral/wellbeing needs of a group or an individual pupil and deliver a programme which can be tailored to suit, for example friendships, improving self-esteem, building confidence
- Carry out an assessment of pupils needs to understand their barriers to learning and select the actions required to address them
- Monitor the progress of a pupil receiving pastoral support, amending programmes as required, and reporting any concerns to the Inclusion Leader to ensure identified objectives are being achieved

(The above examples are not exhaustive)

## Supplementary Information Form

<b>Post Title</b>	<b>School Pastoral Care – Level Three</b>
<b>Service Area</b>	<b>Various – Community Schools within London Borough of Barnet</b>
<b>Job Ref Number</b>	For office use
<b>Budget management accountability</b>	<p>Please describe the accountability for managing budgets and their value, if applicable</p> <p>No direct budget responsibility but may request to make purchases, in line with policies and procedures</p> <p>May monitor and manage a limited range of stock within an agreed budget</p>
<b>Staff management accountability</b>	<p>Please describe the accountability for managing or supervising employees or equivalent, if applicable</p> <p>Generally no staff supervision; however in some schools this level of employee may be required to supervise more junior support staff</p>
<b>Physical effort</b>	<p>Please describe any physical effort associated with the job that is over and above normal office requirements</p> <p>Occasionally there may be a requirement to use positive handling techniques in accordance with school policy and after appropriate training</p>
<b>Working environment</b>	<p>Please describe any adverse working conditions associated with the job that are over and above normal office environment, including abuse and aggression from the public.</p> <p>The job is based within a school or other learning establishment which are pleasant work environments</p> <p>Occasionally assist pupils to change out of soiled clothing</p> <p>Exposure to occasional verbal abuse from parents/carers who may become angry or upset at the situations they find themselves in</p> <p>Occasionally exposed to challenging behaviours from pupils who may be confused, angry or upset at the situations they find themselves in</p>

## Role Profile Checklist

- The role profile contains a **job purpose** statement that clearly and concisely describes the overall purpose of the job. This should be a short statement, usually 2 or 3 sentences at the most.
- 2 The role profile contains a number of **accountability or responsibility** statements that describe the role in more detail.
- 3 The role profile contains a **person specification** that clearly details the knowledge, skills and experience required by somebody to carry out the job.
- 4 The role profile contains the level and type of qualification (or equivalent experience) required to carry out the job
- 5 The SIF contains specific information concerning accountability for managing or monitoring budgets and/or the management or supervision of other people.
- 6 The SIF contains specific information concerning the physical effort and/or working conditions experienced in the role. (over and above 'normal' office environment)

### DECLARATIONS

This role profile and supplementary information form provides a fair reflection of the responsibilities, duties and demands of the role and the knowledge, skills and competencies required to carry it out.

Line manager to tick the appropriate boxes below:

1	Consulted with individual jobholder if applicable (do not tick if the job covers more than one jobholder)	<input type="checkbox"/>
2	Consulted with group/sample of jobholders if applicable (do not tick if the job covers just one jobholder)	<input type="checkbox"/>
3	Trades union involved in the update process if applicable (please tick if a trade union representative has been involved in the update process. For example, if the individual is a union member and requested their rep be involved or where there are larger groups of employees)	<input type="checkbox"/>
4	No jobholder as job is currently vacant	<input type="checkbox"/>
5	Role being evaluated is for a restructure consultation	<input type="checkbox"/>
6	Jobholder not consulted – Other reason: Please specify:	<input type="checkbox"/>

Line Manager	Head of Service
Print	Print
Sign	Sign
Date	Date

