

**Upton St Leonards C of E Primary School  
Job Description for Pastoral Support Worker**

Term time only – 38 weeks per year (with flexibility)  
Grade 5  
28.33 hours with flexibility

**Job Purpose**

- To help remove barriers to learning, both inside and outside school
- To provide pastoral/ social emotional well-being support for pupils with the aim of building emotional resilience
- To build positive relationships with identified children, based on honesty, trust, understanding and justice
- To help raise children's self-esteem, expectations, achievements and behaviour
- To facilitate inclusion in all phases of primary education
- Provide children with strategies to manage their emotions and evaluate their actions before acting on impulse
- To facilitate inclusion in all phases of primary education
- To liaise with school staff to share information and good practice, and to facilitate support
- To offer in-house training for support staff as required
- To assist children's mental health and wellbeing by nurturing and by creating opportunities for them to achieve
- To engage with and support families/carers of identified pupils in order to develop a fuller understanding of the needs of these children and their families and to respond to these collaboratively
- To promote the agreed vision, aims and values of the school
- To work with identified children who have specific needs other than or additional to learning difficulties

**Outline duties and responsibilities**

Under the direction of the Headteacher and Inclusion Lead:

- To supervise the activities of individuals or groups of children to ensure their safety and facilitate their development
- To undertake those activities necessary to meet the physical, emotional and academic needs of individuals or groups of children, including by working closely with their families
- To follow and implement school policies and procedures
- To undertake any relevant training

**Specific Responsibilities**

- To work as part of the school Inclusion Team
- To support/facilitate the operation of the Schools Thrive/Pastoral Room ('The Hub')
- With the team, to identify and assess children experiencing barriers to their learning

- With the team, to develop and deliver intervention programmes necessary to meet the emotional, social and physical needs of the group or individual
- To write and review termly target sheets of each pupil supported
- To provide support for individuals and groups of children where needed, including those requiring isolation or internal exclusion
- To be accessible to pupils during breaks and lunchtimes
- To support pupils in resolving issues arising between peers as required
- To act as a mentor for children in care
- To provide support for new children admitted to the school
- To provide support to pupils who may be at risk of exclusion
- To establish constructive relationships with parents/carers and to be available to meet with them where appropriate, to discuss issues and problems
- To act as a key contact for parents/carers if pupils give cause for concern
- To liaise with any school-based adults and partner agencies as required
- To attend meetings such as case conferences, core group, children in need, TAF and CAF, BSP/PSP meetings
- To respond to and record incidents and discussions with children and to report to the Headteacher, other members of the Senior Management Team and Inclusion Lead
- To provide admin support as directed by the Inclusion Lead
- To work closely with the Inclusion Lead and Attendance Team to improve attendance
- To make home visits where appropriate
- To ensure that transition from one phase to another is smooth and children receive continuity of support where appropriate (pre-school and secondary)
- To respond to emergency incidents
- To respond to and record incidents and discussions with children and to report to the Headteacher, Deputy Headteacher and Inclusion Lead
- To use EPraise to monitor behaviour throughout the school with support from the Inclusion Lead
- To support the School Captain's in running the EPraise shop to enable children to spend their House Points on their chosen reward
- To co-ordinate the delivery of pupil rewards
- To support teachers in the implementation of Behaviour Support Plan and Pastoral Support Plan targets

To work effectively during contracted hours and be willing to work overtime as the job demands. To undertake such other reasonable duties as required for the effective carrying out of the post, consistent with the grade of post and experience of the post holder.

Please note that the above duties are not set out in any particular priority – the school views them all as important. It is the school's policy and a condition of your contract of employment that the job description will be kept under review and may be varied from time to time to meet changing needs.

Line manager: Inclusion Lead