



JOB DESCRIPTION FOR SUPPORT STAFF

JOB TITLE: Pastoral Support

REPORTS TO: Pastoral Manager

PURPOSE OF THE JOB

To provide high quality pastoral support to pupils and to promote positive attitudes and ensure excellent behaviour for learning.

STAFF MANAGEMENT/FINANCIAL MANAGEMENT

The position is not responsible for managing staff or a budget

PRINCIPAL ACCOUNTABILITIES

- implement appropriate support strategies developed thorough assessing the learning needs and styles of students;
- ensure students are fully prepared for learning by implementing strategies and support to promote effective organization;
- follow up and investigate incidents as directed by line manager;
- use restorative methods to resolve issues;
- supervise and support students referred to the Time Out room;
- contribute to the programme of study for “off timetable” students;
- ensure students adhere to the dress code and follow up uniform infringement, including communication with parents;
- provide one-to-one mentoring of students;
- contribute to the negotiation of students’ individual targets;
- input data, prepare formal reports and monitoring records as required;
- work independently with individuals and groups to improve social, behaviour, learning, literacy and numeracy skills;
- provide in class support for students who present with challenging behaviour;
- contribute to the supervision of students in detention / late room;
- establish and promote best practice methods by keeping up to date with wider professional issues and briefing other team-members;
- liaise as needed with staff and parents;
- works with external agencies;

- attend meetings relating to student welfare and disseminate information and advice to staff;
- liaise with parents and external agencies over student welfare, care and disciplinary issues;

General Requirements

All school based posts are defined as Regulated Activity and therefore the post is subject to an Enhanced with Barred List DBS check.

All employees are expected to share this commitment, to follow MKET'S safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

Commitment to uphold MKET's Equality and Health and Safety Policies

All staff must follow the MKET Code of Conduct

All staff must have an understanding of the requirements of Data Protection and confidentiality in the workplace

Pastoral Support

We confirm that this document conveys a full and accurate description of the job as at 1 January 2016:

Signed:
Postholder **Line Manager**