



CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

**Joyfully, unique in Jesus' family, we learn to use our special gifts
to love, serve and make the world a better place**

Job Description

Pastoral Support Worker

Job Purpose

To promote the positive, Catholic ethos of the school. To provide pastoral care to families, including parents, carers and children. To promote positive well-being throughout the school, promoting excellent emotional and mental health through the following duties and responsibilities.

Main Duties & Responsibilities

Support for Pupils

- To support pupils in and out of lessons who experience social difficulties.
- To be able to support children experiencing distressing behaviour.
- To establish supportive relationships with pupils in school and during playtimes.
- To identify personal issues that are affecting pupils' well-being and performance at school, and share this information with relevant staff in order to help each pupil reach their full potential.
- To liaise with the Safeguarding team and relevant staff supporting the implementation of intervention strategies to support pupils with issues such as behaviour and attendance.
- To work to raise the self-esteem and promote well-being of all pupils and in liaison with line-managers, organise and run social skills, emotional skills, friendship, bereavement and loss, and anger management groups as specified.
- To prepare/access appropriate materials, as guided by your line manager, to support emotional and social needs in school.

Support for Parents

- To initiate, establish and maintain positive relationships with parents/carers.
- To arrange parenting programmes, courses and training to ensure the school offers effective family support.

- Ensure parents can easily access advice.
- To meet with parents to offer and coordinate support.
- To ensure effective advertising to parents of the support and services they can access.
- To organise communication of information pertaining to pastoral matters within school.
- To communicate with parents/carers with regard to meetings such as CAF, TAC, CIN, Core Group meetings, conferences and, where appropriate, attend meetings.
- To contribute to, and at times lead and minute parent meetings, where other professional bodies (such as health, social care) are present.

Inter-agency Working

- To initiate contact with other agencies on behalf of the school and parent/carers and to liaise with all parties on a regular basis.
- To assist or represent senior leaders when requested at interagency or other professional meetings.
- To work alongside the Education Social Work Service (ESWS) to improve the attendance of specified pupils.
- To communicate with all outside agencies in matters pertaining to the pastoral care of pupils.
- To participate fully in regular supervision sessions, staff appraisal and in-service training.
- To attend training, seminars and meetings as directed by the Headteacher and Inclusion Leader.

Working within the school team

- To liaise with class teachers and Inclusion Leader in the identification and targeting of children with social, emotional and behaviour problems.
- To be a key member within the school's Safeguarding team - attend briefings, meetings and ad-hoc updates when necessary.
- To liaise with the teachers at reviews of children with social, emotional needs and attend such meetings if requested.
- To liaise with the Inclusion Leader, parents and class teachers about progress and areas of achievement of pupils.
- To keep effective records and provide data, as required, for school and external agency needs.
- To participate fully in regular supervision sessions, staff appraisal and in-service training.
- To support the development of the School Development Plan on issues relating to the job role.

- To adhere to the school's guidelines and policies especially Safeguarding and Child Protection and Confidentiality.
- To adopt flexible and positive work practices.
- To help in duties such as playground supervision, classroom cover, lunchtimes.
- To comply with the Data Protection Act, School policies and procedures.

Additional Information

Any tasks as directed by the Senior Leaders to support the school in meeting the needs of pupils and any other tasks as directed by the Headteacher. This Job Description may be amended from time to time in consultation with the post holder.