****JOB DESCRIPTION & PERSON SPECIFICATION FOR PASTORAL WORKER

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| Job Title: | **Pastoral Worker** |
| Job Reference: | **SCH019** |
| School: | **Mudeford Community Infants School** |
| Salary Grade: | **F** |
| Responsible to: | **Senior Leadership Team** |

**Main Duties**

**Pastoral Care**

* To work with children, developing positive relationships and providing appropriate support
* To support children’s mental health and well-being by helping them to deal with worries and problems
* To support children’s social and emotional regulation in a variety of contexts including at lunchtime
* Help children to learn through pastoral support
* Support children’s transition between year groups

**Family Support**

* To develop home/school links, which encourage good communication between the school and families
* To promote and facilitate parental understanding of a child’s needs
* To support and advise parents sensitively to help them improve their parenting skills
* To work with families to ensure high levels of attendance.
* To support parents to provide an appropriate home environment in which children feel safe and which encourages the development of their self-esteem and resilience
* To signpost and, where appropriate, refer parents to services delivered by other agencies
* Work with outside agencies to support effective transition for vulnerable children and families.
* To follow and adhere to all agreed Child Protection, Safeguarding and Lone Working Policies and procedures
* To co-ordinate meetings and drop-in sessions at appropriate times to support parents’ needs e.g. Mother and Toddler groups, Locality parent training Co-ordination and liaison with others
* To liaise on a regular basis with the Head teacher, Deputy Head teacher and SENCO
* To liaise with Locality Team staff (eg: Early Help) and Social workers
* To develop links with agencies that provide and promote learning opportunities for parents and carers
* To attend Multi Agency, Team around the Family and Core Group Meetings to discuss referrals and agree work plans.
* To keep careful, consistent and high quality up-to-date records of meetings, following the school protocols
* To monitor the effectiveness of all work taken place and write reports as required
* To comply with the school’s confidentiality, code of practice, data protection and health and safety policies

**General**

* All work to be carried out confidentially
* To contribute to school ethos, aims and development
* To attend meetings, run groups and deliver training as required
* To maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role
* To contribute to performance management in line with school policy
* To work within the equal opportunities and anti-discriminatory framework
* To attend training as agreed with the line manager

**Person Specification**

**Skills, aptitudes, knowledge and experience**

* Previous experience working with children and their families
* Experience of running effective support for families
* Ability to work as part of a team and on own initiative
* Ability to set up and deliver family support programmes including group work
* To be qualified to deliver ELSA (desirable)

**Personal qualities**

* Ability to work with children and young people in a variety of settings within school, home or in the community
* Ability to work flexibility and supportively with parents and carers
* To maintain professional boundaries when working with adults and children
* Good organisational, record keeping, planning skills
* Excellent written and verbal communication skills, with colleagues, parents, carers and children
* Be tactful, diplomatic and sensitive and have a good sense of humour
* Punctuality, patience, reliability and trustworthiness
* Ability to take on responsibility and to work on initiatives within boundaries

**Ability to Safeguard and promote the welfare of children and young people**

* To be able to follow the Code of Practice and the school’s Safeguarding policy
* To be reliable and trustworthy and be able to use professional judgement when receiving and dealing with sensitive information