



Job Profile Pastoral / Community Support Level 2 – G5

Your job

Job purpose: To provide pastoral care to, and support pupils for their mental and physical welfare, encouraging positive attitudes and behaviour around the school.

Reporting to: Headteacher, DSL/Pastoral Manager, School Business Manager

Responsible for NA

Liaising with: Headteacher, teachers, children, parents/carers, external agencies, local authority.

Grade: G5

Gauge Ref: A23316

Disclosure level: Enhanced

Job Outline:

- To assist in the implementation of the pastoral care and guidance system for the school and provide administrative support.
- To assist in the development and implementation of all safeguarding policies and supporting procedures.
- To liaise with a range of people including parents/carers.
- To assist in the development and implementation of education / behaviour / support / mentoring plans.



- To assist in the assessment of students to identify those in need of particular support.
- To co-ordinate support and intervention strategies and intervention packages, both internal and external, for vulnerable students.
- To manage and co-ordinate the supervision of pupils who are not working to a normal timetable.
- To monitor and evaluate student's responses and progress against action plans through observation and planned recording and to provide objective and accurate feedback and reports as required.
- To manage record systems and processes and be responsible for child protection documentation.
- To carry out Early Help meetings.
- To take a lead role in the implementation of behaviour management policy and practice, through discussion with the Pastoral Manager and Assistant Headteacher.
- To review behaviour incidents and put plan in place to address these.
- To be the deputy designated safeguarding lead.
- To update record systems and follow processes in line with child protection regulations.

Other specific duties:

- To carry out duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To participate in the staff review and development appraisal process

Health and Safety Training

- To undertake Health and Safety training on areas within the designated work area
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Schools Job Profile Acceptance Form Pastoral / Community Support Level 2 G5 – A23316

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print name Jobholder: _____ NI no _____

School name: _____

DFES: _____



Person Specification / Selection Criteria Pastoral / Community Support Level 2 – G5

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 3 - 11 yrs in a voluntary or professional capacity	E		A, I
Experience and understanding of Every Child Matters within a school setting		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
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3 x GCSEs at grade C or above including English and Mathematics	E		A, I
Willingness to undertake further relevant training	E		I
Willingness to obtain basic first aid		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of relevant policies/codes of practice in behaviour management	E		A, I
Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E		
Knowledge of relevant legislation	E		A, I
Understanding of LEA support services		D	
Knowledge of how to use a range of computer programmes		D	A, I



D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to implement and monitor systems to evaluate and improve the activities of pastoral care	E		A, I
Demonstrate a commitment to promoting and achieving equal opportunities for students	E		A, I
High level of communication skills to deal with both children and adults	E		A, I
Ability to engage and influence others	E		A, I
Ability to use initiative to respond to and resolve problems	E		A, I
Ability to deliver objectives and targets within agreed timescales	E		A, I
Willingness to work outside of normal school hours when required	E		A, I



Ability to work as part of a team	E		A, I
Ability to identify own training and development needs	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I