



JOB DESCRIPTION

Post title	Pastoral Support Key Worker
Responsible to	Vice Principal in charge of Pastoral Care
Salary	Single Status Grade 4 point 10 – Grade 6 point 16 Actual salary £16,626 - £19,753 (depending on experience)
Main Purpose of the Job	<p>To work with and provide support for vulnerable young people (in particular LAC and PLAC pupils) to enable them to reach their potential.</p> <ol style="list-style-type: none"> 1. Support vulnerable young people to reach their potential in an education setting. 2. Work with the Designated LAC Teacher, SENCo and Pastoral Leads to provide pastoral care and social, emotional and mental health (SEMH) support to LAC, PLAC pupils and other vulnerable groups at the college to help remove barriers to learning. 3. Work with a range of stakeholders, parents, carers, support staff, Virtual School and outside agencies to ensure the continuity and progress of LAC and PLAC with regard to their social, emotional and mental health needs (SEMH) and therefore indirectly to their academic outcomes.
Duties and Responsibilities	<ul style="list-style-type: none"> • Build appropriate relationships with identified pupils in order to provide the effective role of a “key adult” within the school. • Work with individual pupils and small groups on identified SEMH needs, such as friendship issues, attachment difficulties, emotional resilience. • Work with individual pupils and small groups to deliver identified interventions, such as Sulp (Social Use of Language Programme), anger management, social interaction etc. • Intervene and support pupils who need additional support for SEMH needs eg at times of dysregulation, heightened anxiety, to implement identified strategies to support de-escalation and self-regulation to allow re-engagement in learning. • Provide support for identified pupils at key transition times eg before school, after break/lunch times. • Attend meetings and support the preparation of PEPs. • Work with the Designated LAC Teacher and college Career’s Lead to promote and support engagement in widening participation events, careers events and post-16 applications. • Work with Pastoral Leads and SENCo to develop, enhance and deliver lunch time and break time pastoral provision. • Work with the Designated LAC Teacher to promote the engagement of LAC and PLAC pupils in extra-curricular activities and roles of responsibility within the college eg school clubs, Student Listener. • Use appropriate assessment and tracking tools such as the Boxall profile to ensure that LAC and PLAC’s SEMH needs are identified and effectively addressed. • Work with the Designated LAC Teacher and SENCo to promote the awareness and knowledge of SEMH needs in relation to LAC and PLAC throughout the school. • Meet regularly with the Designated Teacher, SENCo and Pastoral Leads. Assist with any additional requirements such as referrals to other professionals, contributing to ANP/PEP meetings, etc. • Attend and contribute to termly Pastoral Care meetings.

	<ul style="list-style-type: none">• To undertake CPD training as required.• Provide support to Pastoral Leaders in pastoral areas including pupils on report, punctuality and attendance, absenteeism and truancy, pupil induction and integration, coaching and mentoring.• Liaise and respond to parents/carers, Pastoral Leaders, teaching staff and pupils regarding pastoral concerns, attendance, special events for the pupils you are working with.• Work directly with, and seek to raise the achievements of targeted groups of pupils.• Provide administration and clerical support to Pastoral Leaders including maintaining and updating reports, data, records of interventions, notice boards and filing.• Maintain confidential file system' liaising with the Designated Safeguarding Officer on Safeguarding issues.• Attend relevant school meetings as required.• To respect confidentiality at all times. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>
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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.