

CALTON

PRIMARY SCHOOL

JOB DESCRIPTION

Pastoral Learning Partner Grade F

Organisational relationships

- Responsible to the Inclusion Lead but works to and with the pastoral lead, and the pastoral team on a day to day basis according to timetable
- With reference to the pastoral team, to liaise with teachers, other support staff, health and education specialists, parents, visitors and volunteers and appreciate/support their roles
- To maintain professional relationships with all staff

Job purpose and scope:

- To offer specific and specialist support to pupils in the delivery of therapeutic and pastoral education.

Main duties and responsibilities:

- Assist the school Pastoral Team and school staff to implement pastoral interventions
- Plan and deliver appropriate pastoral programmes to meet the needs of individuals and groups of pupils
- Undertake and engage in activities including that of break and lunch times necessary to meet the pastoral needs of individual and groups of children
- Act as a mentor to pupils
- To assist the pastoral team to monitor and record pupil progression in relation to their short, medium and long term targets
- Support individual pupils using a range of de-escalation skills and where necessary physical intervention in schools (following training)
- Encourage pupils to interact with others and engage in activities led by teachers
- To help pupils develop resilience and independence, both learning in lessons and forming positive relationships with peers and staff
- Provide feedback to pupils in relation to progress and achievement under the direction and guidance of staff
- Track the progress of pastoral interventions for individual or groups of pupils using the school's own tracking system and report to appropriate staff
- Set high expectations of conduct whilst acting as a role model

- Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities
- Liaise with external agencies as and when needed

Support for teachers

- To work with the pastoral team to develop pastoral resources for individuals and or groups of pupils
- To attend pastoral group meetings and any related subject-based CPD
- To communicate consistently, openly and frequently with relevant parties in helping pupils to progress educationally towards their targets

Support for the curriculum

- In liaison with the pastoral team, plan and deliver pastoral programmes Undertake structured and agreed pastoral/learning activities programmes, adjusting activities according to pupil responses, recording achievement and progress and feeding back to appropriate staff
- In liaison with the pastoral team, lead pastoral intervention programmes directly linked to pupil plans including that of support at break and lunch times

General duties

- Must aware and comply with policies and procedure relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to one of the named designated leaders
- Must carry out all duties in accordance with the school's Health and Safety Policy and to contribute to the review of this policy
- To assist in the promotion of the school to different members and audiences and raising the school profile in the local community.
- Participate in training and other learning activities required and to participate in appraisal and professional development
- To contribute to the professional development of other support staff
- Undertake other similar duties and activities that fall within the grade and role as other duties may be reasonably required by the Head Teacher
- Where delegated responsibility for pupils off-site under supervision of teachers ensure that full risk assessment procedures are in place
- Maintain the school's vision 'Confident People Shining' and the values that underpin it.

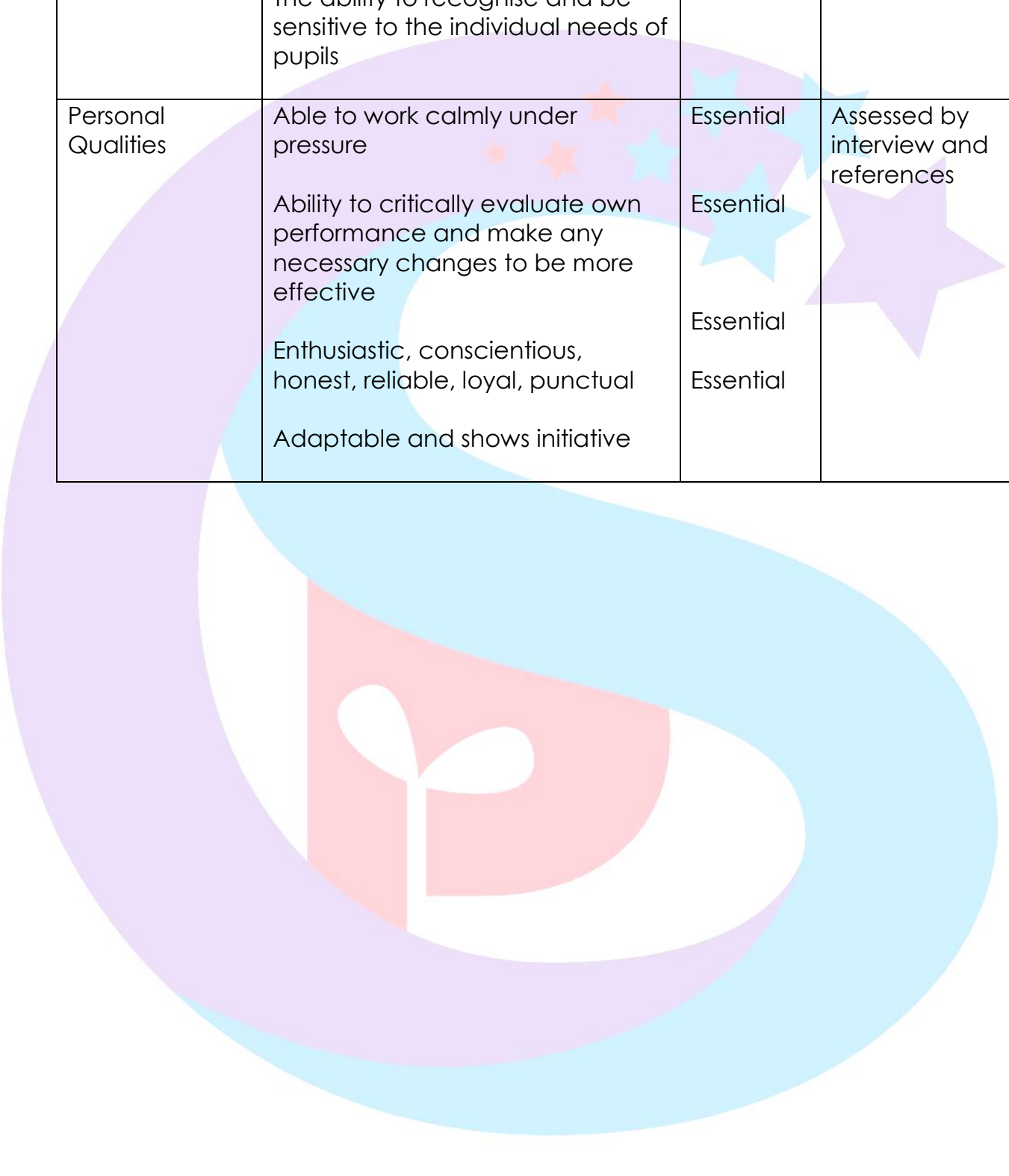
The school also undertakes to provide an annual system of Performance Management.

Name.....

Signed.....

Date.....

Person Specification			
Experience	Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment.	Essential	Assessed by Application form
	Experience of delivering pastoral programmes	Essential	
	Experience of working with a variety of differing needs and abilities	Essential	
Qualification and Training	Good level of Literacy and Numeracy to NVQ 3 or above	Essential	Assessed by application form
	NVQ or equivalent in teaching assistance experience	Essential	
Knowledge and skills	Basic level of First Aid	Desirable	Assessed by application form and interview
	Understanding of alternative and therapeutic interventions for pupil progression	Essential	
	Ability to work independently and under direction of different people and as part of a team	Essential	
	Ability to organise own workload in the context of varied tasks	Essential	
	Working knowledge and skills of	Essential	



	ICT	Essential	
	The ability to recognise and be sensitive to the individual needs of pupils		
Personal Qualities	<p>Able to work calmly under pressure</p> <p>Ability to critically evaluate own performance and make any necessary changes to be more effective</p> <p>Enthusiastic, conscientious, honest, reliable, loyal, punctual</p> <p>Adaptable and shows initiative</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	Assessed by interview and references