



## Job Profile

### Pastoral / Community Support Level 2

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#### 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, School Business Manager

**Responsible for** NA

**Liaising with:** Headteacher, teachers, children, parents/carers

**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.

#### 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 1

##### A. Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 11 -16 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

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
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.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
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



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## D. Personal Skills, Abilities and Competencies

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

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
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

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I