

JOB DESCRIPTION **January 2015**

SCHOOL: Pilgrim Hospital School	Is this description a generic JD? Yes / No
GRADE: 6	JEM Reference No: 02-0425 Enhanced DBS Required? Yes
JOB TITLE: Pastoral Support & Welfare Specialist	
REPORTS TO: Pastoral Manager	
1	PURPOSE OF JOB: To support access to and engagement in continuing education for pupils unable to attend mainstream education due to medical/mental health problems or pregnancy. To facilitate reintegration/transition to school or alternative provision including post 16. Have responsibility for sharing caseload management of pupils.
2	MAIN RESPONSIBILITIES, TASKS & DUTIES
i.	Following referral to carry out and arrange: Initial phonecalls Initial visits to home or base to gather information, complete induction paperwork, gathering background information to complete pen portrait, ascertaining suitability for teaching venue. Establishing positive relationship with family and pupil.
ii.	Complete induction tasks: Complete pen portrait for Teacher/Case Manager to support planning meeting. Arrange and support pupil to complete baseline assessment which includes accelerated reader Arrange and support visit to base if required Complete pastoral plans and pen portraits Complete risk assessments if required. Take responsibility for completion of induction checklist.
iii.	To arrange, prepare and attend termly review meetings including TAC/CIN/Child Protection as necessary. This could involve being Lead professional. Prior to the meeting complete personal pupil review form with pupil. Act as representative from the school at these meetings and feedback to Teacher/Case Manager. Following meeting distribute notes for dissemination to relevant parties.
iv.	Accurately record communications regarding pupil welfare and pastoral support by updating the management information systems.
v.	To create, plan, deliver and review as a team the Wellbeing on Wednesday (WOW) programme, which is conducted weekly. This includes organizing and risk assessing off site activities.
vi.	To support pupils and families in all communication matters between home and all other involved agencies.
vii.	To plan and write a reintegration programme with the pupil and support implementation when required. This involves liaising between both schools,

	pupil and home.
viii	To build relationships with pupils which will help them develop self-esteem, confidence and resilience in their own abilities and worth by showing empathy, unconditional positive regard and being non-judgemental. This includes home visits, time to talk, tutor time, positive behavior plans and support with anger management programmes.
ix	Provide peer support to colleagues by coaching, attending staff meetings, visiting other bases, peer collaboration and cascading information.
x	To support pupils in finding suitable work experience provision flexible to their needs. Which involves searching for suitable provider, completing relevant paperwork, pre-placement visit and carry out active placement visit. Celebrate success and notify work experience coordinator of all stages and final attendance data.
xi	Actively encourage and promote aspiration through careers related activities. Such as, supporting careers interviews, completing post 16 applications, visits to post 16 provision and organising information events.
xii	Assist in the monitoring of pupil attendance which includes developing and implementing strategies to improve overall school attendance.
xiii	Carry out pastoral assessments in line with progress checks and assist pupil in setting personal targets. Make pastoral comment on progress reports.
xiv	In order to promote resilience support and help organize a range of extra curricular activities which may include: Prom Awards evening Splatter days Visits National Citizen Service Field Trips
3.	MANAGEMENT OF PEOPLE No management responsibility of employees SUPERVISION OF PEOPLE No supervisory responsibility of employees
4.	CREATIVITY AND INNOVATION Scope for creativity within procedures, for example identifying ways to break down barriers to learning, innovation in dealing with specific child needs; development of service wide solutions and plans for future access to education.
5.	CONTACTS AND RELATIONSHIPS Direct contact with Headteacher, Teachers, other employees, Headteachers and Teachers from other schools, parents and other professionals. Liaise and work with others on behalf of the Headteacher.
6.	DECISIONS

	<p>a) Discretion</p> <p>Work is carried out in accordance with legislation, child protection, statutory guidance, policies and procedures. Within the is framework they are expected to independently plan reintegration and support packages for individual children.</p>
	<p>b) Consequences</p> <p>Impact of service to child or group of children. The key impact will be on the successful reintegration rate of pupils into school.</p>
7.	<p>RESOURCES</p> <p>Office equipment eg: Laptop, mobile phone, service information packs</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Subject to conflicting priorities due to unpredictable referrals; flexible working hours by arrangement</p>
	<p>b) Physical Demands</p> <p>Frequent travelling</p>
	<p>c) Working Conditions</p> <p>Work can be carried out in postholder's own home. May be some exposure to unpleasant conditions in visiting other homes.</p>
	<p>d) Work Context</p> <p>Potential risk to well being through visiting family homes and travelling between a variety of settings eg: schools, homes, bases The postholder will need to use their own vehicle to conduct their main duties.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>GCSE (at C or above) or equivalent in Maths and English NVQ 3 or equivalent 2 years relevant experience Counselling skills</p>
10.	<p>GENERAL</p> <p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the County Council Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: [Manager]
Job Description agreed by: [Postholder]

Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser. V12