**Role Profile**

| **Service:**  |  |
| --- | --- |
| **Location:**  | **Moss Hall Schools Federation**  |
| **Job Title:**  | **School Pastoral Care – Level Two**  |
| **Grade:**  | **F**  |
| **Post No.:**  |  **JE0774** |
| **Reports to:**  | Executive Headteacher**/ Assistant Headteacher (line manager) /**School Business Manager |

1. **Purpose of Job:**

To deliver pastoral care and associated administrative support for the schools and monitor the attendance and punctuality procedures.

Co-ordinate the day to day work of the Meal time supervisory team

Be a member of the School Inclusion / Pastoral Team including Designated School Safeguarding leader ( as one of a team)

1. **Key accountabilities/duties/responsibilities:**

Each school is organised differently, and the range of duties carried out will be different in each school. This section of the role profile gives examples of the duties and responsibilities that may be carried out.

May be a member of the schools inclusion or Pastoral team.

# First aid and health-related support

* Provide routine and emergency first aid for pupils across the federation and deal with minor illnesses, contacting parents as necessary. First aid may also be administered to staff and visitors

* Ensure that an emergency stock of prescribed medication is available for identified pupils as and when required, in line with parental consent and with the appropriate documentation completed

* Accompany pupils to doctors’ surgeries or hospital as necessary until parent/carer arrives

* Attend to ill pupils, including changing or cleaning clothes as needed, and notifying parents/carers as required

* Inform teachers and parents/carers if visits to the medical room by an individual pupil become regular or concerning

* Notify head teacher/appropriate person immediately of unusual marks, bruising etc, so that the possibility of non-accidental injury may be investigated

* Ensure that first aid supplies are available and maintained in accordance with agreed requirements and re-order as necessary

* Liaise with and seek advice from the school nurse and/or other healthcare professionals.
* Liaise with parents and carers in regard to their children’s health, medical, food or allergy needs putting into place the relevant plans and or risk assessments and communicating this widely.
* Ensure individual medical plans have been completed for new and existing pupils, are updated as appropriate and are followed when providing medical/pastoral care

* Ensure relevant staff are up to date with health information generally and for individual pupils

* Organise health-related visits, for example, weigh and measure, hearing tests, dental inspections

* Provide teaching staff with appropriate medication and other basic first aid resources for school trips

* Update the accident book and/or other record management system, ensuring accurate recording of all accidents, incidents and near misses, notifying head teacher/appropriate person of any serious injuries, for example a head injury

* Analyse straightforward information on medical accidents, incidents and near misses and evaluate data and information, including creating and running straightforward reports for the head teacher

* Under direction of senior staff, provide standard letters to parent/carers on general health matters or recommend to other members of staff that a letter should be distributed

# Attendance and Punctuality

* Check attendance registers daily to monitor pupil absence and contact parents/carers and record reasons for absences, alerting the head teacher of any concerns

* Send letters to parents/carers regarding absence or punctuality in accordance with the school’s attendance policy

* Produce attendance data and complete absence return forms and other analysis as required by the school and other organisations

# Pupil care and wellbeing

* Liaise with the Educational Welfare Officer or other professional agencies to support the pastoral care of identified pupils

* Liaise with the Federation’s Pastoral team, SENCo, other relevant staff and parent/carers to provide pastoral care and support to identified pupils

* Promote and reinforce the routines, policies and practices relating to good relationships, behaviour and learning in accordance with school policies

* Promote pupil’s equality, diversity, rights and encourage responsibilities in line with the school policy

* May help monitor specific and targeted pupil’s progress in achieving pastoral and behavioural targets

* May undertake investigation of specific behavioural incidents and report findings to appropriate person

* May provide pastoral care advice and support to parents/carers on a range of school matters, for example, school admissions, school transitions

# School support

* Support the school with special events, such as such as staff events, hospitality, school concerts, plays, parents’ / carers’ evenings.
* Be the school link for the MHSA (School and parent association)
* co-ordinate the day to day scheduling of the Meal time supervisor team
* support in classrooms and with groups as required to raise standards

# Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

# Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

# The Council’s Commitment to Equality

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

**PERSON SPECIFICATION**

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|  | **Knowledge, training and experience**  |
| --- | --- |
|   | Educated to NVQ level 3 / AS or A2 level or equivalent experience  |
|   | Knowledge and good understanding of relevant school policies and procedures, such as safeguarding, health and safety, positive handling, data protection, managing behaviour, equal opportunities, school attendance  |
|   | Knowledge and good understanding of relevant legislation and statutory guidance  |
|   | Appropriate level of safeguarding training (DSL 3 or willingness to train and take responsibility for this)  |
|   | Awareness and understanding of issues relating to equality of access and opportunity   |
|   | Age appropriate first aid qualification, for example Paediatric, 6-12 years   |
|   | First Aid at Work Qualification   |
|   | Experience of working with children and young people, preferably in an educational setting   |
|   | Undertake further training as required, such as training on Downs Syndrome, ADHD, Autism Epilepsy, use of Epi-pen, allergies, Team Teach, conflict resolution, restorative justice   |
|   | Able to use routine office equipment, such as photocopiers, printers   |
|   | Microsoft Office software packages, for example Word and/or in-house software packages  |

| **Skills**  |
| --- |
| **Planning, organising and controlling skills** * Work within school policies, statutory frameworks and guidance to deliver a range of pastoral care services during the day to pupils, parents/carers, and the school with some need to prioritise tasks and organise own workload

 * Provide pastoral care and wellbeing support, together with the associated administrative tasks, for example, first aid, attendance and punctuality procedures, liaising with pupils and their parents/carers and with professional agencies regarding the care and wellbeing of identified pupils

 * Work within generic and specific risk assessments for medical and health-related situations

 * For identified pupils, follow the requirements of their individual medical plans when providing medical/pastoral care

 * Safeguard and promote the wellbeing of pupils in accordance with school safeguarding policies

 * May contribute to policies and practice which promote inclusion and engagement by pupils

  **Communication and influencing skills** * Provide information to head teachers, teachers, other school employees

 * Provide advice, guidance and support to pupils and their parents/carers

 * Build and maintain effective working relationships with parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided

 * Work with sensitivity and maintain confidentiality when working with pupils and their parents/carers

 * Use good listening skills and communicate appropriately with pupils and their parents/carers

 * Maintain appropriate professional boundaries in all contacts and support of pupils and their parents/carers
* must be able to demonstrate excellent attention to detail in record keeping and all forms of written and verbal communication.
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| **Initiative and Innovation skills** Work within school policies, statutory frameworks and guidance to provide a pastoral care services to pupils, parents/carers and the school  Use initiative and make decisions to:  |
|   | Analyse pupil attendance and punctuality data and identify pupils who need pastoral care and support to improve attendance and/or punctuality  |
|   | Provide straightforward pastoral support to pupils and their parents/carers to identify and overcome barriers to engaging in the learning process  |
|    | Analyse pupil attendance and punctuality data, identify trends and patterns, and report findings to the head teacher (The above examples are not exhaustive)  |

**Supplementary Information Form**

| **Post Title**  | **School Pastoral Care – Level Two**  |
| --- | --- |
| **Service Area**  | **Moss Hall Schools Federation** |
| **Job Ref Number**  | For office use |
| **Budget management accountability**  | No direct budget responsibility but may handle small amounts of cash, in line with school policies and procedures   |
| **Staff management accountability**  | No staff supervision |
| **Physical effort**  | Occasionally there may be a requirement to use positive handling techniques in accordance with school policy and after appropriate training    |
| **Working environment**  | The job is based within a school setting which involves working outdoors or inside Regularly assist pupils to change out of soiled clothing Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in  Occasionally exposed to challenging behaviours from pupils who may be confused, angry or upset at the situations they find themselves in |

| Line Manager  |  | Head of Service  |
| --- | --- | --- |
| Print  | Print  |  |
| Sign  | Sign  |  |
| Date  | Date  |  |