

## **The Chalfonts Community College**

### **Job Description**

#### **Pastoral and Welfare Support (PaWS)**

**Line Managed by:** Behaviour and Welfare Manager/Vice Principal - Pastoral

### **Job Purpose**

The post holder (alongside specific specialist responsibilities) will be part of the pastoral team that will take responsibility for the welfare and behaviour of students; supporting and addressing the needs of students to overcome the barriers to learning in order to achieve their full potential. Some aspects of day to day practice will be timetabled in order to support student development whilst maintaining a degree of flexibility in student and staff support.

### **General Responsibilities**

- To identify and remove those barriers to learning that prevent individuals from achieving their full potential
- To work effectively with students, parents/carers, teachers and external agencies, providing a coordinated approach to overcoming barriers to learning and engaging those parents deemed to be 'hard to reach'
- To offer 1:1 and small group support to remove barriers to learning
- To offer in class support where applicable to support improved behaviour for learning and promote the school's ethos
- To provide support to the Vice Principal and Designated Safeguarding Team to ensure that students are kept safe from harm
- To build positive relationships with external agencies and make appropriate referrals (supported by the Vice Principal and Behaviour/Welfare Manager) to ensure the correct support is in place for students and their families
- To liaise with other members of the Pastoral Team to ensure that intervention and support is communicated to each other, staff and outside agencies
- To ensure that any intervention is recorded on the school system for monitoring purposes; and take an active role in supporting careful analysis of this
- To support restorative justice and promote smooth reintegration
- Support the induction of new students to the school including the Year 6 transition period and in-year-applicants
- Attend and contribute to regular pastoral team meetings
- To be highly visible around the school maintaining a high profile with staff and students
- To support, advise and assist Year Leaders and the Behaviour and Welfare Manager; including the collection of incident statements; analysis of incidents and giving reminders to students about meetings, detentions and interventions
- To participate in Continued Professional Development, to increase skill base so as to complement and support the interventions offered by the team

## **Improving Outcomes for students:**

When working with students on a 1:1 or small group basis; personalised intervention should aim to:

- promote a positive attitude to learning
- develop students' confidence as learners to develop their self-esteem
- resolve behavioural and attendance difficulties
- support organisational skills including the completion of homework tasks and having correct learning kit/uniform
- improve students' participation in school life
- encourage high aspirations
- use restorative justice as a means to build positive relationships
- provide a positive role model promoting the school's ethos

## **Some specific responsibilities may link to:-**

- To support and work with Looked after Children (CLA/LAC)
- Liaise with and support the Designated Safeguarding Lead to ensure that PEPs are completed and reviewed termly
- Deliver anger management sessions for students in need of specialist support
- To review and undertake forensic analysis of CCTV to support incident analysis
- To support the IT department in monitoring website activity to provide positive e-safety
- To liaise with the Heads of Year to support in end of year activities
- Building family resilience and providing targeted support for parents – especially with regards to those parents/carers who are deemed 'hard to reach'
- Deliver social skills sessions to students that need specialist support
- Support the Behaviour and Welfare Manager/Vice Principal with the organising of PSPs in conjunction with Outreach and ensure that students attend their 'Outreach' appointments in school

*NB: The job description is to be reviewed annually under the guidance of the Vice Principal, Pastoral*