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| **Paddock School** | **Job Title: Pastoral & Welfare Assistant** |
| **Responsible to: Assistant Headteacher** | **Responsible for: N/A** |
| **Grade: Scale 5****Spinal point: 12 - 15** | **Working Hours: 36 per week****TTO / AYR: TTO** |

**Main Job Purpose**

To support the assistant headteacher responsible for safeguarding and pastoral support by undertaking a range of practical and administrative tasks to enhance the safety and wellbeing of the pupils at Paddock School.

**Accountabilities**

* To monitor the attendance and punctuality of students to ensure they are attending school regularly.
* To work with the Attendance Officer and Educational Welfare Officer for identified key students
* To monitor their progress of individual and groups of students, attending any relevant meetings and reporting any concerns to the Assistant Headteacher and Heads of School
* To work with a range of teaching and non-teaching staff such as, class teachers, the Family Liaison Officer, Education Welfare Service and other external agency professionals, to ensure that the needs of all our students are met.
* To develop strong links between the school and families in order to improve educational opportunities for students and to promote a positive attitude towards Paddock School.
* To maintain contact with families/carers of students; to keep them informed of the students’ needs and progress and to secure positive family support and involvement
* To support the therapeutic, mentoring and counselling initiatives in the school, and to provide relevant information when needed
* To support the organisation of and participate in key events, such as Parents’ Evenings, Welcome Events, Information and Celebration events.
* To make effective use of relevant ICT software to log information ensuring that student records are kept up to date
* To be aware of and comply with policies and procedures of the school, including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with college policies and relevant legislation
* To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.
* To undertake within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post or as directed by the Headteacher or member of the Senior Leadership Team
* To act as the lead first aider
* To act as a deputy designated safeguarding officer

**Tasks**

* To check the registers daily to ensure codes and pupils of concern are contacted when necessary
* To attend meetings with the EWO and support the school with maintenance of a database of pupils of concern
* To maintain a register of care plans and support the assistant head to keep plans current
* To support the facilities assistant to maintain the first aid boxes
* To create and send routine letters to support pupils health, attendance and wellbeing
* To act as deputy designated safeguarding officer and upload documents to My concern or other programs as required
* To produce data for the senior leadership team from the records held
* To act as asthma champion and support staff to use the centrally stored Ventolin
* To act as allergies champion and support staff to use the centrally stored epi pens
* To deliver training to staff on issues relating to pupil safeguarding or wellbeing.
* To liaise with the visual and hearing impaired service
* To arrange medical training for staff in line with pupil need
* To make daily checks on The Box and liaise with heads of school as needed
* To support with access to the incontinence service
* To clearly and concisely share information on a need to know basis

**Person Specification**

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|  | **Essential**  | **Desirable** |
| Qualifications | * A good level of literacy and numeracy skills with qualifications at GSCE grade C, NVQ level 2, or equivalent.
* Willingness to undertake training relevant to the job role
* Willingness to become a deputy designated safeguarding officer
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| Experience | * Experience of working with children and young people with SEND, taking a keen interest in their learning, welfare and achievements in either a paid or voluntary capacity (eg. youth worker or play leader)
 | * Experience of working in a special educational needs
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| Knowledge and Skills | * Outstanding organisational skills and ability to manage a diverse workload
* Ability to establish, develop and maintain effective and positive one-to-one mentoring relationships with children and young people and their families.
* Ability to provide a positive role model to children and young people with a commitment to supporting children and young people with achieving their full potential.
* Knowledge and understanding of safeguarding, child protection and health and safety practices and procedures.
* Good listening skills and the ability to communicate effectively with children, young people, families, school staff and a range of other professionals
* Knowledge and awareness of issues and factors related to barriers to learning.
* Ability to exercise initiative, work independently and take responsibility for the creation and maintenance of systems to support pupil pastoral and welfare needs.
* Ability to work flexibly.
* Ability to work effectively in a team, with individuals and other agencies.
* Ability to communicate effectively through a variety of means (verbally, in writing, using ITC).
* Ability to use Microsoft Office software – particularly Word, Excel, Outlook
* Understanding and awareness of equal opportunities, experience of strategies to promote equality of opportunity and a commitment to work within the Council’s Equal Opportunity Policy
 | * Knowledge or experience of working with other agencies.
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