Woodbrook Vale School

Job Description

Job Title: **Pastoral Support Worker (Grade 7)**

Responsible to: **SLT**

General description of post:

- Support the student service and pastoral teams in providing help, advice and welfare support for students.
- Be a first line of contact to parents in relation to student mental health and wellbeing.
- Act as a Deputy Designated Safeguarding Lead meeting all statutory and legal requirements. including making and managing referrals, liaising with external agencies, parents and families.
- Assist with information gathering for referrals to external services such as the NHS Mental Health Team, Teen Health, Social Care and RELATE counsellor.
- Support wider parental engagement in school by liaising with Heads of Year, the Attendance Officer and the Behaviour and Intervention Co-ordinator.

Core Activities

- Plan and deliver 1:1 or small group mentoring programmes for students around issues such as anxiety, relationships and resilience.
- Keep records of interventions and the impact of such interventions for small group and 1:1 work with students.
- Mentor students who require additional support to encourage resilience and high levels of self-esteem.
- Mentor students to support them in managing their emotional development, social relationships and understanding of how these aspects impact their learning.
- Support students to access lessons, enrichment activities and other events when anxiety and mental health is a barrier to inclusion.
- Support students with health concerns and exam-related stress.
- Liaise with teachers and parents to arrange interviews and meetings concerning student health and welfare.
- Ensure detailed documentation is accurately recorded in relation to pastoral meetings concerning student behaviour care and welfare.
- Liaise with parents, supporting transition periods and organising home visits where appropriate. E.g. in the event of school anxiety.
- Provide information in the form of case studies about individual student needs and how these can be supported in the mainstream classroom.
- Support students who may be learning offsite. E.G. in community hubs.
- Undertake individual support for students during internal and external examinations.
- Support the Exclusion Room for students who have been taken out of lessons by taking some lessons as part of a rota.
- Be available to students at lunchtimes in student reception and be willing to provide basic first aid. Training will be given.
- Support students with taking medication, which could include controlled drugs, and keep accurate records of this at all times.
- Attend meetings, training sessions, after-school events and courses as required.

Support students learning by:

- Encouraging positive and respectful relationships between students.
- Establishing positive and mutually supportive relationships with students, staff and parents.
- Monitoring individual students and providing information that will inform appropriate intervention.
- Contributing to the maintenance of student records as required by the school.
- Being aware of confidentiality issues linked to working in a school.
- Participating in appropriate school-based meetings and training activities.
- Undertaking any other duties that may be necessary and may be reasonably requested.
- Working according to the school's policies and procedures.

Optional extra responsibilities to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken:

- To use restraint in line with DfE guidance and Section 93, Education and inspectors Act 2006.

Special Factors:

Subject to the duration of the need, the special conditions given below apply:

(a) The nature of the work may involve the postholder carrying out work outside of normal working hours.

(b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

(c) Expenses will be paid in accordance with the School's Conditions of Service.

(d) This position is subject to an enhanced Disclosure and Barring Service check.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Signed: …… (Postholder) Date: ……

Signed: …… (Headteacher) Date: November 2026