



Holywell Primary School

Tolpits Lane, Watford, Herts, WD18 6LL

Tel: 01923 225188 email: admin@holywell.herts.sch.uk

Acting Headteacher: Miss Tanya Mortlock

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Pastoral Care Worker

Job details

Salary range: H4.6 (£25,183) – H4.9 (£26,409) pro rata
Contract type: Permanent
Reporting to: Headteacher/Assistant Headteacher/SENCo

Main purpose

The Pastoral Care Worker will:

- Establish supportive relationships with children, staff, parents and external agencies in order to provide support, encouragement and pastoral care to all of the children in the school.
- To act as one of the Designated Safeguarding Persons as part of the DSP team, being fully committed to safeguarding children on all levels and managing confidential records.
- Communicate effectively with all staff to ensure they have an awareness of vulnerable children's needs and ways in which they can be supported.
- Work alongside parents, support staff, teachers, outreach agencies and other schools to ensure the progress of individual pupils with regards to their social, emotional and mental health (SEMH).
- Be the Mental Health Lead and to ensure that all updates and current practice is cascaded to staff, parents and children as appropriate.
- Follow the school behaviour policy and support the implementation of it in school.
- Support staff in the school to manage children's behaviour constructively, promoting self-regulation and independence.
- Empower staff to support and improve children's behaviour through collaboration, sharing ideas and best practice.
- Work collaboratively with children, staff, parents and external agencies to support regular attendance.
- Fulfil duties reasonably directed by the Headteacher

N.B. The duties listed below are not an exhaustive list of requirements.

Key responsibilities

- To provide support, encouragement and pastoral care to all pupils at the school (especially those with SEMH) through a caring and nurturing approach.
- To support children, parents and staff by embedding Therapeutic Thinking across the school.
- To liaise and work in collaboration with the SENCO and Senior Leaders to identify and coordinate a quick response for children needing SEMH support.
- To refer to, and work with, a range of stakeholders to ensure children have support for their SEMH needs.
- Be involved in record keeping and assessment for individuals and groups.
- Report to parents where appropriate about the development, attainment and support for specific pupils.
- Support pupils in managing their behaviour and learning according to their developmental needs through a consistent routine, boundaries and expectations in a safe, secure environment.





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- Develop and enhance pastoral provision to provide support for children over lunchtime.
- Attend training as necessary.
- Support with the smooth running of the school through a flexible approach to supporting staff absence.

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person

Person Specification

| | Essential | Desirable |
|-------------------------------|--|--|
| Qualifications and experience | <ul style="list-style-type: none"> • NVQ Level 2 in numeracy and literacy • Previous experience of working with children • Experience of working as part of a team • Willingness to undertake CPD • Current DBS | <ul style="list-style-type: none"> • Evidence of recent and relevant professional development including pastoral and therapeutic interventions. • Experience of therapeutic thinking and behaviour management strategies. • Experience of being a DSP |
| Knowledge and Skills | <ul style="list-style-type: none"> • Understanding of health and wellbeing, safety and child protection • Awareness of data protection and confidentiality • Computer literate and proficient (Email, word processing, spreadsheet) • Understanding of the school ethos and values • Effective oral and written communication skills | <ul style="list-style-type: none"> • First Aid skills • Working knowledge of social media • An understanding of how pupil learning develops • Proficient with school systems, e.g. SIMS, CPOMS |
| Personal Qualities | <ul style="list-style-type: none"> • High standards in attendance and punctuality • Ability to work in a team • A flexible approach • Problem solving • Active listening • Organised • Managing relationships • Resilience • High levels of emotional literacy • Approachable and nurturing • Enthusiastic and positive | <ul style="list-style-type: none"> • Ability to lead and delegate • Self confidence • Ability to relate well to other professionals • Good sense of humour |

