

Job Description & Person Specification

Job Title:	Pastoral Practitioner
Service / Provision:	Lydiard Green School
Job Family:	Support Staff
Line Manager:	Leadership Team
Salary Grade:	B Grade 1 – 5
Annex:	Please ensure you refer to Annex 1 with this job description

Key accountabilities, duties and responsibilities

Area of expertise

- Deliver, record, monitor and review pastoral interventions throughout the setting.
- Provide early help and safeguarding support to identified students, attending meetings and writing reports as appropriate.
- Provide additional support in identified classes as appropriate.
- Promote clear communication between wings, pastoral team, mental Health First aiders and other staff.
- Support the Pastoral Lead in analysing pastoral data to identify individual and group patterns where additional support may be required.
- Provide additional support to raise student attendance.
- To train staff in a range of strategies that enable the emotional regulation and social interaction of students.
- Support staff to maintain accurate records relating to behaviour, safeguarding and pastoral support.

Support for Students

- Support student participation in learning activities and modify methods if appropriate
- Provide written and verbal feedback on student responses to learning activities
- Supervise and provide specific support for students, ensuring their safety and access to all learning activities
- Establish constructive relationships with students and interact with them appropriately
- Promote the inclusion and acceptance of all students ensuring motivation and engagement
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging but reasonable expectations aimed at promoting self-esteem and independence
- Assist in the provision of feedback to students in relation to progress and achievement
- Assist with the development and implementation of Individual Plans
- Encourage all students to show respect for each other, employees and visitors
- Support students in recognising, developing and celebrating their skills, talents and achievements
- Promote acceptable conduct by encouraging them to take responsibility for their own behaviour
- Deal promptly with conflict and incidents in accordance with policies and procedures

Support for Teachers

- Liaise with teaching staff to ensure interventions are in place enabling students to maximise their achievement and progress
- Assist teaching staff with evaluation of student progress
- Assist the teaching staff in implementing the advice provided by specialists
- Support the administrative work required for SEND management
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assist with the display of students' work through the use of ICT and non-ICT means
- Provide feedback to teachers on students' achievement, progress & areas of difficulty
- Monitor students' responses to learning activities and accurately record achievement/progress as requested
- Establish constructive relationships with parents/carers
- Assist with the planning of learning activities where appropriate

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Proficient knowledge in literacy and numeracy • Be willing to undertake and implement training in the use of software and equipment • Be willing to undertake and implement training including PECS and Team Teach training 	<ul style="list-style-type: none"> • Accredited qualifications • Experience in using PECS, TEACCH and/or other approaches
Knowledge & Experience	<ul style="list-style-type: none"> • Model professional communication with children/young people (CYP) and other adults • Ability to provide feedback on student participation and achievement • Be committed to supporting an individualised and flexible curriculum which promotes independence, flexibility of thought and sensory integration 	<ul style="list-style-type: none"> • Experience of working with CYP with Autistic Spectrum Disorder, including those who display challenging behaviour
Skills & Abilities	<ul style="list-style-type: none"> • Model professional communication with children/young people (CYP) and other adults • Be able to work as part of a team • Be prepared to follow the school behaviour policy and practice • Able to ensure CYP participation in relevant school visits • Be highly motivated • Be able to follow instruction and work independently 	<ul style="list-style-type: none"> • Be able to use initiative and be willing to suggest initiatives to others • Remain calm when dealing with challenging behaviour • Good ICT skills