



Stapleford Abbotts Primary Academy



Stapleford Road, Stapleford Abbotts RM4 1EJ
Headteacher: Ms Speller
Telephone: 01708 688207 Email: office@sapa-tkat.org

Job Description Pastoral Support Worker/LSA

Post Title: Pastoral Support Worker / Learning Support Assistant

Pay: LGP Scale 3, Range Point 4 to 5 FTE £18,933 to £19,312

Contract: Fixed Term / Permanent

School : Stapleford Abbotts Primary Academy

To be available to work specified hours below term time only and staff training days (INSET days)

Specific hours : 8:30am to 3:15 pm Total work hours 32.5 P/Wk

Responsible to: The Headteacher, Special Needs Coordinator and Class teacher

Scope

- To ensure outstanding outcomes and progress for all students
- To be responsible for safeguarding and prioritising the welfare of children
- To provide pastoral support to students in a range of school settings (in class/out of class support) in order to promote their well-being and academic progress.
- Provide support and guidance to our vulnerable families
- Working alongside our SENCO, implementing small group and individual interventions
- Supporting the school and families in meeting the School Attendance Targets
- To provide direct support to teachers and support staff whereby issues and concerns can be raised and solutions found.
- Responsible to
- The Headteacher, Special Needs Coordinator and Class teacher

Responsibilities

What do you have to achieve?

- Support the teams in which you work to achieve goals with individual students the majority of whom have some form of barrier to their learning and/or engagement in school
- Work with your linked teams (pastoral and behavioural support) so as to build strong, sustained and positive relationships with students, their families/carers & linked outside agency professionals.
- Engage in effective student and group support within lessons so as to support the teacher and maximize the learning of all students present.
- Make a positive contribution to student well-being, school life, enrichment activities and staff teams

- Maintain all professional standards to an on-going high standard
- Be committed to your own professional development, especially in areas of identified school need.

Activities – what do you have you have to do?

- Help to identify and then support staff as directed/necessary with students causing concern in order to achieve an environment in which all students can and do successfully learn
- Establish positive working relationships with all stakeholders
- Contribute to and actively support all school policies, roles and expectations in order to raise achievement
- Work with relevant staff to input referrals/appointments with professionals from outside agencies and organizations
- Liaise as appropriate with these agencies/organisations.
- Use data to set and track student's against specific goals they have, addressing
- Any issues that arise (this may be with individuals/or groups)
- Evaluate the impact of your work using relevant data
- Assist in managing aspects of student behaviour within the company teams and
- Across the school. Implement strategies to improve behaviour and learning. support school and company assemblies and rewards as appropriate maintain pastoral logs for identified students (in liaison with senior staff/your line manager)
- Keep linked staff informed of relevant information relating to individual students.
- Raise profile of excellent and improving attendance & punctuality (this would be within your linked areas/teams)
- You may be required to complete such tasks in line with your post level as the Head Teacher may require from time to time.

Signatures

Post holder: _____

Please print name: _____

Date: _____

Headteacher: _____

Please print name: _____

Date: _____

