The Oval School School  
Pastoral Worker Job Description

**Purpose of the Post:**
To work alongside Inclusion Team and SLT to develop attendance, behavioural, pastoral and welfare issues and be responsible for the induction of new arrivals.

To support and work with pupils and families to maximise learning for individual pupils.

**Responsibilities of the Post:**
To contribute to the development of a whole school approach to overcome obstacles to learning and improve pupil participation in learning and whole school life. This will be achieved by:

**Management of Behaviour:**
- To promote positive behaviour throughout the school
- To meet and greet identified pupils at the start of their school day
- To maintain good behaviour at playtime and lunchtime and deal with inappropriate behaviour as per the school behaviour policy
- To maintain accurate records by recording information on school systems
- To support the re-integration of pupils on return to school from exclusion
- To deal with incidents throughout the day as necessary
- To develop positive relationships with parents, liaising with parents regarding relevant issues
- To challenge and motivate pupils, promote Values and re-inforce self-esteem

**Management of Academic Performance:**
- To liaise with teaching staff, Inclusion Team, pupils and parents to provide particular support to targeted underperforming pupils in order to raise achievement and help them minimise/overcome obstacles to learning
- To mentor, counsel and support pupils as appropriate

**Management of Attendance:**
- To monitor attendance and punctuality throughout the school and to plan appropriate interventions with pupils and families
- Work with key staff to carry out safe and well checks if needed
- To take a lead in attendance processes including formal and informal procedures (including Spotlight)
- To contribute to the school’s strategy to improve the attendance and punctuality of pupils
**Pastoral/Welfare Support:**
- To liaise with parents regarding pastoral issues
- Work with identified pupils who would benefit most from additional support and in consultation with others to formulate and implement an action plan for those who need support
- To involve/signpost parents to external agencies, such as the school nurse
- To meet and greet pupils, particularly those who are vulnerable
- To represent the school at Early Help, FCAF, TAC/TAF, and children’s social care meetings (when appropriate)
- To liaise with EWS, CSC and other external agencies as required
- To train as an additional DSL at The Oval
- To assist the DSLs with CP issues, including the management of confidential records, CPOMS and attendance at relevant meetings
- To secure family support for targeted pupils where appropriate

**Management of New Arrivals and Leavers:**
- To be responsible for the induction of new arrivals alongside the class teacher
- To obtain full, relevant data from families to assist in early, accurate assessment and early, tailored provision when needed
- To liaise with families during the first few weeks, longer if required

**General Duties:**
- To assist in the recording and monitoring of pupil progress, problems and development needs
- To maintain a database of information and provide reports for monitoring and evaluation purposes as required to feed in to school reports
- To undertake relevant filing and admin tasks
- To provide information to the Head Teacher/teachers as appropriate to enable them to carry out their role
- To be responsible for health and safety of self and others and adhere to the school health and safety policy and procedures
- To undertake any relevant training that is suitable for the role
- To understand and maintain appropriate levels of confidentiality linked to the role
- To uphold and follow whole school policies and procedures, including safeguarding
- To undertake any other reasonable duties, as requested by the Head Teacher