



All Hallows Catholic High School

Job Specification

Pupil Support Worker – Grade 4

PURPOSE OF THE ROLE

To support pupils to overcome barriers to learning, by providing pastoral or learning support.

ACCOUNTABILITIES / RESPONSIBILITIES

Responsibilities

- Work with colleagues to determine the specific learning and physical requirements of individual pupils.
- Provide identified support as instructed by teachers or senior support staff to targeted pupils to improve behaviour and attendance and help them to overcome barriers to learning
- Assist in making contact with pupils' families/carers to inform them of issues
- Support the pupil behaviour inclusion unit
- Provide pastoral support to pupils in their mental and physical welfare, encouraging positive attitudes and behaviour around the school.
- Supervise pupils out of classroom to complete assigned tasks.
- Day to day support as directed by Heads of Year and Senior Pastoral staff. □ Analyse specific pupil data at the request of the Head of Year

Individuals in this role may also:

- Take part in the provision of out of school activities
- Accompany pupils on school visits

KNOWLEDGE, SKILLS AND EXPERIENCE

- Prior experience of working with young people in an educational or other setting.
- Knowledge of how to overcome barriers to learning for students.
- Experience of working as part of a wide team to support pupils.
- A knowledge and commitment to safeguarding young people in line with school policy.
- A confident use of ICT systems needed to carry out effective administration for the post. Ability to use ICT systems effectively, including the use of Microsoft Word & Excel.

Role holders may be required to:

- Plan and organise straightforward tasks; or
- Exchange varied information with members of the public; or
- Carefully use very expensive equipment; or
- Handle and process considerable amounts of information; or
- Instruct, and check the work of, others; or
- Provide general information, advice and guidance on established internal procedures.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

