



ST ALBAN'S CATHOLIC HIGH SCHOOL

Sixth Form Student Pastoral Support Worker

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Responsible to Deputy Head of Sixth Form

Liaising with All school staff and external support services, students, parents/carers.

Job Purpose

The purpose of the role of Student Support Lead is to provide high quality pastoral care and support to individual students and groups of students in achieving their potential by removing barriers to learning.

Main Duties and Responsibilities:

Student Pastoral Support

- Support the Sixth Form team in promoting high standards within the Key Stage
- Work with Subject Leaders and Form Tutors to ensure effective pastoral care
- Provide effective one to one support to individual students
- Support Form Tutors in good communication with parents /carers
- Promote and encourage the spiritual and social life of the year group and create opportunities for friendship between students
- Liaise with external agencies e.g. Education Welfare Service, Social Services and 4YP, to support students and their families
- Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times within year activities
- Support student mental health and wellbeing as part of the Mental Health First Aider team

Student Progress

- Facilitate intervention programmes in collaboration with the Head and Deputy Heads of Sixth Form, Learning Support, English as an Additional Language, Chaplaincy and support staff as appropriate
- Inform teachers on specific needs and gifts of individual students

Attendance monitoring and intervention

- Look at daily attendance of students with the study supervisor
- Liaise with Deputy Head of Sixth Form to implement strategies to improve punctuality and attendance for vulnerable students
- Plan and monitor the education of students who have long-term absence through sickness

Administration

- To provide Sixth Form administrative support
- Keep accurate student records, supporting the ILP process and administration.
- To support the Head of Sixth Form in the organisation of key Sixth Form events such as Open Evening, Taster day and Induction
- To support the organisation of other Sixth Form activities such as PSHE

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not specifically be identified. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and be conscious that an email sent from a school account, in essence, represents the school.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

Signed:	
Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:

Person Specification

Knowledge	Essential	Desirable
Have knowledge and understanding of the secondary school curriculum experience	✓	
Have an understanding of the emotional and academic development and changing needs of students through the different stages of their school life.	✓	
Understand Safeguarding procedures	✓	
Good ICT skills	✓	
Knowledge of Arbor		✓
Experience of One to One Support		✓
Knowledge of A Level exam system		✓
Experience of career paths for young people		✓
Skills and abilities		
Have the ability to empathise with students experiencing difficulties academically, behavioural or social	✓	
Be willing to be involved in all aspects of school life.	✓	
Ability to work effectively with colleagues and external agencies	✓	
Understand and support the partnership of school, parish and home	✓	
Ability to develop effective relationships	✓	
Understand the academic and social demands on young people.	✓	
Ability to actively listen and to be able to respond appropriately	✓	
Ability to communicate effectively and professionally to a range of audiences (verbal)	✓	
Have initiative and be able to work both independently and as part of a team	✓	
Have excellent interpersonal skills	✓	
Have excellent organisational and prioritisation skills	✓	
Have the ability to think creatively to achieve planned outcomes	✓	
Ability to communicate effectively and professionally to a range of audiences (written)	✓	
Ability to work with colleagues to develop and plan activities		✓
Qualifications and Experience		
GCSE English and Maths (Minimum C Grade) or equivalent	✓	
Qualification at Level 3 or above		✓
Mental Health Qualification		✓
Have relevant experience of working with young people in a school environment	✓	
Have a proven ability to relate to young people and all those involved in education	✓	
Personal Attributes		

To be committed to the mission of St Albans Catholic High School	✓	
Have a willingness to seek and accept guidance	✓	
Have a proactive approach to problem solving	✓	
Be caring and sensitive to the needs of others	✓	
Be Resilient	✓	
Be a team player	✓	
Critically reflective		✓
Ability, imagination and a willingness to do things differently and try new ideas		✓
Commitment to taking part in extra curriculum activities		✓