



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.