

Lancashire County Council

Role Profile - Operational Context Form

Post title: Pupil Support Worker					
Directorate: CYP			Location:	All Hallows Catholic High School	
Establishment or team:		Pastoral		Post number:	
Grade:	Grade 4	Staff responsibility:	NO	Essential Car user:	NA
<p>Scope of Work – appropriate for this post: To support pupils to overcome barriers to learning, by providing pastoral or learning support to achieve agreed targets.</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <ol style="list-style-type: none"> 1. Work with colleagues to determine the specific learning and physical requirements of individual pupils. 2. Monitor and analyse data on pupil punctuality and attendance for use by other staff. 3. Provide identified support as instructed by teachers or senior support staff to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning 4. Assist in maintaining contact with pupils' families/carers to inform them of progress and issues 5. Support pupil access to out of school facilities and study support 6. Provide pastoral support to pupils in their mental and physical welfare, encouraging positive attitudes and behaviour around the school. 7. Supervise pupils out of classroom to complete assigned tasks. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Take part in the provision of out of school activities 2. Support the transition of pupils between phases. 					
<p>Additional supporting information – specific to this post.</p> <p>Indicative knowledge, skills and experience</p> <ul style="list-style-type: none"> • Previous experience of working with young people with challenging behaviour. • Working at or towards core and relevant optional national occupational standards (NOS) in supporting teaching and learning with skills/knowledge equivalent to national qualification Level 3. 					

Prepared by: EPR Team	Date: 03/08/2011
------------------------------	-------------------------

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Grade Profile

Level Four – Operative / Support (Grade 4)

Level Four Purpose To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
Scope of Work Role holders will undertake a range of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.
Accountabilities/Responsibilities Role holders may be required to: <ul style="list-style-type: none">▪ 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.
Skills, knowledge and experience <ul style="list-style-type: none">▪ Previous relevant experience or the ability to demonstrate the competence to carry out of the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
Performance Measures <ul style="list-style-type: none">▪ Completion of tasks to required standards and deadlines.