

## **WEATHERHEAD HIGH SCHOOL**

### **POST: Pastoral and Academic Support Worker**

**Term time only contract**

**36 hours per week, 8.30 am to 4.45 pm**

**Band F £17,740**

#### **Responsible to Assistant Headteacher for Student Services**

**Aim:** To work with teachers and support staff to ensure appropriate action is taken to provide specialist support for students in need and to access that support from external agencies when required. This post will require some evening working to support events such as Parents' Evenings.

- To assist with student welfare in conjunction with and in the absence of Year Leaders
- To take responsibility in supporting identified mentees as part of a structured programme of intervention, ensuring adequate records of student progress are maintained and communicated to parents
- To assist with the enhancement of home/school communication and consult with parents as to the reasons for underachievement and strategies for support as directed by the Year Leader
- To support the delivery of assemblies and workshops to raise aspirations and self esteem of young people e.g. motivation
- To liaise with Senior Staff in relation to the implementation of study and revision action plans for students requiring support
- To organise and supervise structured lunchtime and after school support sessions as directed by the Year Leader and Senior Staff
- Provide support to students, encouraging positive attitudes and behaviour in the school community for identified cohort of students
- To assist the Year Leaders in communicating with parents in dealing with and tackling bullying
- To provide a link between the school and external agencies – including referrals for students and families acting as lead professional where appropriate in TAF meetings
- In conjunction with Year Leaders make referrals to the school's Wellbeing Coordinator for students identified as being in need of specialist support
- Attend key events and other school functions where there is a specific role to play under the direction of Senior Staff
- To make home visits when necessary, as directed by Year Leaders and Senior Staff
- To provide a good role model for students and develop a relationship with students, which is professional, firm, fair and caring
- To undertake any other duties as decided by the Headteacher