

METROPOLITAN BOROUGH OF KNOWSLEY

SCHOOL	ALL SAINTS CATHOLIC HIGH SCHOOL
POST TITLE	CAREERS AND PASTORAL SUPPORT ASSISTANT
GRADE	F (SCP 12-17) 32.5 hours per week, 46 weeks per year
	Actual Salary £21,100 to £22,976
RESPONSIBLE TO	CAREERS ADVISOR & HEAD OF SIXTH FORM

MAIN PURPOSE

To work under the direction of the Careers Advisor to provide pupils of all ages with impartial careers education, information, advice and guidance to enable them to develop and implement career management skills and aid their progression into further learning and/or work, including Higher Education.

To work under the direction of the Head of Sixth Form and with key staff, parents/carers and outside agencies as appropriate to provide pastoral support for sixth form pupils.

MAIN DUTIES

- To support the effective planning, implementation and delivery of the school's careers programme to ensure it continuously improves and delivers the impacts needed for pupils in line with best practice.
- To provide access to careers support through a range of methods including 1:1 guidance, group work, and online sessions.
- To support the smooth running of the Sixth Form on a daily basis and assisting in organising and running of key events for Years 12 and 13.

Support for Pupils

- To assist with enabling pupils to complete career action plans to agreed quality standards.
- To liaise with key staff and external partners, including employers, learning providers and career guidance services to ensure effective implementation of the careers plan.
- To refer young people to work and training opportunities as appropriate.
- To provide information and advice to the parents/carers of young people so that they can assist them with their career planning.
- To attend parents' and open evenings to offer support in relation to careers advice and guidance.
- To assist with progression support for pupils during and after their GCSEs/A levels including help with applications and intervention on/after results days.
- To track the ongoing destinations of Year 11 and Year 13 leavers.
- To monitor attendance and punctuality for sixth form pupils and contacting parents/carers, as appropriate, and putting relevant interventions in place.
- To reduce barriers to learning for sixth form pupils by identifying emerging needs and providing the appropriate support to overcome them.
- To undertake home visits when required.
- To assist in the organisation and implementation of the work experience programme for sixth form pupils.
- To support the transition process for pupils when moving into the Sixth Form and moving to further education establishments or employment.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- To promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and rewarding achievement as appropriate.

- To establish good working relationships with parents/carers.
- To supervise pupils during breaks and unstructured times, as necessary.
- To escort pupils as necessary and assist in movement around the school.
- To invigilate exams if required.
- To assist the pupils with personal needs as appropriate.

Support for Teaching and Learning

- To support the teaching of a broad and balanced curriculum aimed at helping pupils achieve their full potential in all areas of learning.
- To promote, support and facilitate inclusion by encouraging participation of pupils in new experiences and learning as well as extracurricular activities.
- To communicate and collaborate closely with key staff on strategies, which reduce or remove barriers to learning.
- To use effective behaviour management strategies consistently in line with the school's policy and procedures.
- To organise and manage teaching space and resources to help maintain a stimulating and safe learning environment, which is adapted to meet the needs of individual learners.
- To use ICT skills to support pupils and increase access to the curriculum.
- To provide cover for lessons, as necessary, managing the classroom and ensuring that pupils remain on task with the work they have been set by their teacher.

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences and ensure all pupils have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.
- To contribute to the school ethos, aims and development/improvement plan.
- To establish constructive relationships and communicate with other agencies/professionals to support the achievement and progress of pupils.
- To work as part of a team appreciating and supporting the role of other people in the team.
- To attend and participate in meetings as required.
- To assist with the planning and supervision of opportunities for pupils to learn in out of school contexts, including before and after school, if appropriate, and within working hours.
- To complete all associated paperwork and maintain accurate electronic records on all contact and intervention work with individuals and families using the agreed case management systems (Arbor or CPOMS).
- To undertake personal development through training and other learning activities including performance management as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To establish own best practice and use it to support others.
- To assist with the organisation, routines and upkeep of the wider learning environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

Attributes	Competency
<p>Qualifications, Knowledge and Training</p>	<p>Essential</p> <ul style="list-style-type: none"> ● GCSE grade C/4 in English Language and Mathematics or equivalent Level 2 qualification in Literacy and Numeracy. ● Knowledge of child development. ● Ability to undertake further training and development as required. <p>Desirable</p> <ul style="list-style-type: none"> ● Relevant Level 2 or 3 qualification in Careers Guidance. ● Knowledge of local and national careers information resources. ● Effective use of ICT including experience of using Arbor or other school management information systems (MIS) and careers education software and programs. ● First aid knowledge/qualification.
<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Experience of working with and/or caring for children. ● Ability to relate to others. ● Excellent communication skills, both verbal and written. ● Ability to plan and deliver effective learning activities to support individual pupils' needs. <p>Desirable</p> <ul style="list-style-type: none"> ● Experience of working in an educational setting. ● Experience of delivering careers presentations or workshops. ● Previous care or medical experience.
<p>Personal Qualities and Skills</p>	<p>Essential</p> <ul style="list-style-type: none"> ● A passion for careers education and supporting pupils with their future aspirations. ● Ability to build positive relationships with pupils, parents/carers, colleagues and other professionals. ● Ability to provide non-judgmental pastoral care and support to pupils experiencing difficulties. ● Patience, enthusiasm and a caring nature. ● Flexibility, adaptability and the ability to remain calm under pressure. ● Strong organisational skills and the ability to prioritise tasks effectively. ● Ability to work effectively as part of a team and using your own initiative. ● Ability to maintain confidentiality as required.

	<ul style="list-style-type: none">• A strong commitment to the safety, welfare and educational success of all pupils. <p>Desirable</p> <ul style="list-style-type: none">• Ability to deal with complex behaviour/emotional needs.• Detailed knowledge of the wide variety of SEND.
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