



Elements Primary School
Creative · Unique · Innovative



JOB DESCRIPTION

Post: Pastoral & Curriculum Support Worker

Salary: SCP 12-17 FTE £22,183 PTE £11,241.38

Hours: 25 per week term time only plus 5 days

Responsible to: Executive Principal

The key function of the role is:

- to cover lessons for teaching staff in their absence
- to support, where necessary, pupils with additional SEN or pastoral needs
- to lead and deliver provision for Breakfast Club

When not covering lessons the Pastoral & Curriculum Support Worker (PCSW) will be expected to engage in activities as detailed below.

Key Tasks:

To take responsibility for groups or classes of students in the short-term absence of their usual teacher.

In this context, the PCSW will be responsible for:

- supervising work that has been set in accordance with school policy;
- liaising with teaching staff with regard to work set for a class;
- managing the behaviour of students to ensure a constructive environment whilst undertaking work;
- responding to any questions from students about process and procedure;
- dealing with any immediate problems or emergencies in accordance with the school's policies and procedures;
- collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader;
- reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising;
- Student registration of a class.
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction.
- To support the work of one or more curriculum areas.
- To take part in whole school INSET activities to enhance job effectiveness.
- To accompany students on trips, visits and other educational activities.
- To undertake a 'duty' as part of the school's duty system (including break and lunch)

- Support the work of classroom teachers when not deployed directly covering a class.
- Support and contribute to the development of an “activity bank” of resources.
- Support and contribute to the creation and maintenance of classroom displays.
- To act as a First Aider, for which training will be provided and an extra allowance payable upon qualification.
- To support general school administration when demand for cover is low.
- The post holder will be expected to undertake other tasks/duties as directed by the Executive Principal that are commensurate with the responsibilities of a PCSW.
- This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.