



Impington Village College  
Job Description

Post Holder:	
Post Title:	Pastoral Support Worker
Post Purpose:	To enable students to become independent learners and make progress by providing academic support to students in the Pastoral Support Room (PSR) and/or the Alternative Provision (AP).
Reporting to:	Alternative Provision, Inclusion and Wellbeing Lead
Working Time:	19.5 hrs per week, worked over 3 days, Term Time Only plus 5 days (1 week) training days
Place of Work:	Your principal place of work will be Impington Village College but you may be required to work at other schools and sites within ELA trust by mutual agreement
Salary/Grade:	Level 4, point 7-11
Disclosure Level:	Enhanced DBS + Barred List Check

1. Main Purpose of the Role

- To provide academic support to students in the PSR/AP
- To ensure all students have equal access to opportunities to learn and develop
- To ensure a purposeful, orderly and supportive learning environment is created and maintained in the PSR/AP
- To encourage students' full attendance as appropriate
- To engage in restorative conversations with students following referrals from lessons

2. Key Tasks

- To communicate regularly with class teachers to ensure students in the PSR/AP are receiving appropriate support for the learning and engagement
- To ensure behaviour and organisation of pupils is maintained in the PSR/AP.
- To provide 1:1 tutoring and/or mentoring to pupils, as requested by Alternative Provision, Inclusion and Wellbeing Lead.
- To support the Alternative Provision, Inclusion and Wellbeing Lead to complete administration tasks as requested.

- To establish and develop productive working relationships with pupils acting as a role model
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To provide support for pupils to broaden and enrich their learning
- To support children to ensure that they understand tasks and learning objectives

### 3. Communication

- To adopt calm and clear communication with all young people in the College.
- To regularly communicate with class teachers to ensure pre-determined tasks are carried out to support student learning and progress
- To maintain effective communication with the Alternative Provision, Inclusion and Wellbeing Lead to ensure any issues of concerns relating to individual students are raised so that swift and effective interventions can be put in place as appropriate.

### 4. Other Responsibilities

- To undertake other duties appropriate to the grading of the post as required
- To play a full part in the life of the Eastern Learning Alliance and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.
- To be aware of and comply with the Trust's policies and procedures and ensure all concerns are reported to an appropriate person
- To attend and participate in training and other activities as required
- To participate in the College's appraisal scheme for support staff

### 5. Safeguarding

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies.
- To undertake regular safeguarding/child protection/prevent training as required by the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder may be required to carry out any other duties as directed, the responsibility level of any other duties not exceeding those outlined above.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: June 2025

