



Job Description Pastoral Caseworker

- **Location:** TBC
- **Mentored by:** Change Leader
- **Type of Employment:** Full-time
- **Hours of Work:** 40 hours per week
- **Days of work:** Monday – Friday
- **Pay Level:** £26,000 per annum (not including London weighting)

The Really NEET Project seeks an experienced safeguarding professional to work closely with our Barnsley team to support the needs of our young people. The structure of the role is set out in the following categories:

1. **Relationships and Advocacy**
2. **Administration**
3. **Outcomes**

The Pastoral Caseworker will uphold and influence the seven EPIC-ARC Organisational Values (final page) and our Three Seed purpose of:

1. **How all staff advocate for themselves and others**
2. **How all students advocate for themselves and others**
3. **How all families advocate for themselves and others**

Job Description

Relationships and Advocacy

1	To form and build positive and professional relationships with students and their families/carers
2	To apply healthy and practical strategies to visit and support disengaged learners and their families
3	To help students and families advocate for themselves and others
4	To help staff advocate for themselves and others
5	To liaise and build positive and professional relationships with outside agencies, including Social Services, Mental Health and Outreach teams
6	Attend and contribute effectively to all SEND Meetings, staff meetings, and training when required.

Administration

8	To maintain and innovate new methods of record keeping to a high standard
9	To assist with the consultation and transition process for students, with a priority being information gathering and sharing effectively

Outcomes

10	To continually develop and sustain a network of partnerships for work placements and positive outcomes in Employment, College places or Further Education
11	To support students effectively in the process of identifying outcomes and suitable career pathways

Person Specification

A = Application Form	C = Certificates	I = Interview	R = Reference / Supplementary Evidence
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Criteria	Essential/ Desirable	Measure
Qualifications		
To have a GCSE Level 4 (Grade C) minimum in Maths and English	E	A + C
To have SEND knowledge and to have completed or be prepared to complete, during probation, a SEND Certification Course	D	A + C + I
To have a Youth Work qualification to at least Level 3	D	A + C + I
To have up-to-date Safeguarding Knowledge to at least Level 3	D	A + C + I
To have an Information, Advice or Guidance qualification to at least level 2	D	A + C + I
Experience working with young people and communities		
To have at least two years working with young people	E	A + I + R
To have teaching experience with students with ASD, ADHD, ODD	D	A + I
To have knowledge of Community Projects in the area and be willing to build relationships with them	D	I
To know about Volunteering schemes within the London Area	D	I
To be aware of Housing, Benefits and Mental Health regulations and assist families where needed in applying for these	E	I
Skills, Qualities and Attributes		
Build and maintain quality relationships through interpersonal skills and effective communication.	E	A + I
To be proficient in Microsoft Office	E	A
To have experience working with CPOMS	D	A + I
Demonstrate personal and professional integrity, including modelling and upholding our EPIC ARC (Stated below)	E	A + I
Promote good progress and outcomes by students.	E	A + I + R
Fulfil wider professional responsibilities within Really NEET.	E	A + I + R
Ability to manage difficult situations, including conflict, professionally and sensitively, which demonstrates support and mutual respect	E	A + I + R
Demonstrate personal enthusiasm and commitment to make a positive difference.	E	A + I
Prioritise, plan, and organise yourself to take timely and effective action where required	E	A + I
Be aware of your strengths and areas for development, listen to and reflect constructively and act upon appropriate feedback from others.	E	A + I
Resilience and the ability to remain calm in difficult situations.	E	A + I
To demonstrate an understanding, awareness, and empathy for the needs of all students and how these could be met.	E	A + I
Professionally demonstrate, promote, and encourage effective staff and student wellbeing.	E	I

The post holder may be required from time to time to undertake other duties within the organisation as may be reasonably expected, keeping the general character of the duties and the level of responsibility entailed the same. This is a common occurrence and would not justify a reconsideration of salary.

The priorities for each year will be reviewed against this job description annually through performance management meetings and appraisals.

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants must undertake a DBS Enhanced Clearance check (Disclosure and Barring Service).

Our Values and expectations for the role

Empathy	Foster a collaborative, supportive, kind work environment and a continuous learning and development culture for everyone.
	Approach situations from a place of empathy encompassing the organisation's belief that outward behaviour reflects inward turmoil.
	Build effective, long-lasting relationships with all staff members where they see us as relatable leaders.
Purpose	How all staff advocate for themselves and others.
	How all students advocate for themselves and others.
	How all families advocate for themselves and others.
Inclusion	Hold ourselves, all staff and the organisation accountable against prejudice and oppressive practices.
	Put the needs of others ahead of our own.
	Support the development of sustainable structures to hold inclusion authentically within Really NEET.
Curiosity	Respond to critical feedback or setbacks with a lens of curiosity.
	Be curious about Really NEET, its identity, and its future.
	Encourage and support curiosity in others.
Aspiration	To help design, implement, and oversee evolving effective structures for safeguarding.
	To provide all students with a supportive, compassionate, professional experience and response.
	To support all staff with their development of your role and expertise.
Resilience	Practice and provide calm leadership to all of our young people.
	Take responsibility for wellbeing and model this to others.
	Fail fast and seek actual learning experiences from mistakes from ourselves and others.
Creativity	Apply creative thinking to crisis management locally.
	Harness creativity in others and allow creativity to thrive within the organisation.
	Create platforms for ideas and innovation for everyone within the organisation, including our young people and other stakeholders.