

PASTORAL CARER – PRIMARY SCHOOL

Job Description

17th December 2021

“At Perth Waldorf School we are committed to promoting the safety, health and wellbeing of children and young people and expect all school staff, parents, students, volunteers and visitors to the school to share that commitment.”

Pastoral care is developing empathetic relationships so that the people in the school community are nurtured into wholesome maturity. Pastoral care is an expression of the philosophy and vision of the school.

The duties of the Pastoral Carer include but are not limited to:

Reactive pastoral casework

1. One-to-one support to students, staff and other members of the school community in response to acute social, emotional, physical, behavioural or spiritual matters
2. Work collaboratively with the Class Teacher, Learning Support, school leadership and parents as appropriate regarding student wellbeing
3. Facilitate linkages between school, the home and appropriate external agencies as relevant and as soon as possible for students requiring on-going support
4. Support and strengthen help seeking behaviours (within and outside the School), to encourage the person to be as independent as possible with their actions (e.g. coach for conflict resolution, referral to headspace- if age appropriate)
5. Undertake a restorative practices approach when relationships have been damaged

Proactive, preventative pastoral care

1. Develop and maintain effective communication and sound relationships with students, parents, and staff
2. Participate, where appropriate, in classes to support student wellbeing

The promotion and maintenance of an orderly and supportive environment

1. Work closely and collaboratively with colleagues to foster and role-model healthy relationships, wellbeing and connectedness
2. Maintain the Steiner Education Ethos and Anthroposophical Impulse, and cultural aims and purposes of the School
3. Work cooperatively with the School Administrator and College of Teachers to achieve the Mission and Aims of the School as determined by the Council

4. Support, wherever possible, by attendance and participation in school activities and functions when they arise
5. Follow due process for students leaving the School, including the completion of the relevant sections in the Student Exit Forms

The management and administration of pastoral care

1. Regularly report to the School Administrator on matters and issues identified through the performance of the Pastoral Care role that may be impacting the School community.
2. Adhere to all relevant West Australian and Australian Government legislation, including that concerning privacy, confidentiality and child protection
3. In consultation with the School Administrator, review, develop and/or update Pastoral Carer aspects of relevant sub-school staff handbooks and policies, submissions and grant applications
4. Perform all administration, record keeping and reporting responsibilities as required by the role