St Pauls C of E Primary School
Job Description

Job Title: **Pastoral Support Lead**

Post Reports to: Headteacher

Post Responsible for: No responsibility for staff

Hours of Work: 22.5hrs 8.30am – 1.00pm

Salary: Scale 5 pt12 (£27,711 pro-rata)

Main Purpose of the Job

To provide, develop and maintain a high quality service for staff, parents and children within the school in order to widen educational access for children, and support young people through overcoming their barriers to learning within the context of safeguarding. The post holder will support the school to develop its provision for children with mental health needs, including supporting the ongoing development of a personalised curriculum for children with social, emotional, health or behavioural issues, and particularly for difficulties around attendance.

Area of Responsibility and Key Tasks:

Strategic Direction and Development

➤ To support the school with improving attendance overall, and particularly the attendance of vulnerable children and families by building strong relationships with families.
➤ To be responsible for coordinating and providing a range of imaginative and creative programmes of support for children and young people with early signs of social, emotional, health or behavioural issues to enable their access to the social and academic curriculum so their needs are met and their attendance, attainment and behaviour are improved.
➤ To focus work on preventative and early intervention activities to support identified children throughout the school day.
➤ To work closely with the SENCO and other staff to ensure that all pupils who have additional needs are identified early and have good provision to meet their individual targets that supports good attitudes to attendance.

Pastoral Support

➤ To co-ordinate and deliver group sessions and/or workshops for parents/carers to help them support their child with their learning and behaviour.
➤ To work with our Education Welfare Officers, SENCO and outside agencies to coordinate support, with the aim of improving attendance. This will include carrying out 'Frist day response' telephone calls to parents of absent children and assisting with the recording and analysing data on pupil attendance via SIMS software and Studybugs.
➤ To support pupil safeguarding procedures: supporting the school's work with children subject to a social care or Child Protection Plan, working closely with families and social care teams by maintaining and updating safeguarding records and policies in conjunction with the SENCO.
➤ To assist or represent senior leaders when requested at inter-agency or other professional meetings including Child Protection, Team Around the Child and Child in Need.
➤ To work closely with the SENCO to support home visits/positive telephone calls/contact over

absence, lateness and poor attendance.

Monitoring and Assessment

- ➢ To support the identification of underachieving children, or those at risk of underachieving due to poor attendance, and devise, deliver and coordinate programmes of support for them and their families, including parenting support.
- ➢ To report on the impact of any programmes and interventions, through sustained monitoring and evaluation.

NB. The above list reflects the principle duties and responsibilities of the post holder. It is not an exhaustive list as tasks and responsibilities may, subject to discussion with the post holder, change from time to time.

Additional Guidance

To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

To have responsibility for promoting and safeguarding the welfare of all students.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.