

**Hours:** 20 hours per week, 08.30 to 12.30 Monday to Friday, term time only

**Grade:** G5 (12-15)

**PASTORAL LEAD JOB DESCRIPTION**

**MAIN RESPONSIBILITIES, TASKS AND DUTIES**

* To work with all members of staff to enable the effective assessment of all children in school in order to identify all those who need extra help in overcoming barriers to learning such as lack of motivation; disaffection; poor attendance; emotional difficulties; behavioural difficulties; and unsupportive parental/carer attitudes to learning.
* Work closely with the Headteacher and SENDCo to support our most vulnerable children and families by building honest and productive relationships with family members to ensure they are providing for their child’s educational and welfare needs; and providing practical ‘hands-on’ support and advice to identified families.
* To develop knowledge and appreciation of the range of programmes, courses, opportunities, organisations and individuals which could be drawn upon to support children and families.
* To undertake the role of Attendance Officer
  + greeting reluctant children in the mornings.
  + monitoring the attendance of children.
  + making welfare visits and phone calls when needed, to support parents in enabling children to attend school regularly.
  + liaising with appropriate external agencies to provide effective support for families.
  + liaising with relevant staff in school, to coordinate appropriate support for children (ELSA, CASY etc).
  + providing rapid response to student absence to prevent students becoming persistently absent (PA).
* To provide support to identified families in need of Early Help by providing practical support and advice.
* To work with outside agencies and other professionals as part of a Team Around the Child (TAC) to deliver services and support to families, including potentially acting as Lead Professional, if deemed appropriate.
* To ensure excellent communication with all professionals, both internal and external to school.
* To work in partnership with other relevant internal staff, to develop effective pastoral support plans.
* To support in the effective transfer of pupil support and relevant pupil information both into (Y2-Y3) and out of (Y6-Y7) Branston Junior Academy.

**PURPOSE OF JOB**

To work strategically with the school leadership to provide appropriate and timely support for students and their families to ensure engagement with their child’s education and to reduce barriers for students’ success at school.

To promote effective engagement of students, enhance individual learning and raise aspirations.

It is important that the person appointed is able to:

* Promote and support the school values and ethos;
* Support students in achieving their full academic potential;
* Support the pastoral wellbeing of students;
* Form strong relationships with parents/carers, students, staff and external agencies.

**KNOWLEDGE AND SKILLS**

* Due to the nature of the role, it would be helpful if the postholder already had skills and experience of working with children/families with Early Help / TAC, Attendance and pastoral needs.
* Experience of working in a school would be beneficial.
* Basic understanding of the education system and a willingness to learn.
* IT literate.
* Good communication skills, both written and oral; and the ability to be able to communicate with a variety of audiences – parents, children, external agencies etc.
* Ability to understand the needs of children and set appropriate targets.
* GCSE (or equivalent) Maths and English

**All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.**

**OTHER DUTIES**

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**GENERAL**

* This is a new role within the school, therefore there is the possibility that the parameters of the position change slightly, as existing staff and the postholder develop effective ways of working together to support the needs of children and families.

**WORK ENVIRONMENT**

a) **Work Demands** – the post holder will experience some interruptions, which are an intrinsic part of the role, however this does not cause any overall change to the task.

b) **Physical Demands** – some bending; for example, being in a school with children’s-sized chairs and tables.

c) **Working Conditions** – Work is carried out in a well-ventilated and well-lit school environment.

d) **Work Context** – Limited, however postholder may experience some abuse or aggression from contact with pupils and/or parents.

**RESOURCES**

* Learning materials, personal possessions of others.

**DECISIONS**

a) **Discretion** – Work is carried out in accordance with legislation, child protection, behaviour management strategies, policies and procedures.

b) **Consequences** - Impact of service to child or group of children.

**CONTACTS AND RELATIONSHIPS**

* Direct and regular contact with the Headteacher and SENDCo.
* Regular direct/indirect contact with staff who already provide internal support to pupils (ELSA, Feelings Detectives etc)
* Postholder will be working with a wide range of children, parents, carers and other agencies.