



JOB DESCRIPTION

The Manor Drive Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title: Pastoral and Family Support Champion

Grade: 8 Point 19

Purpose of Job: To provide support in addressing the needs of pupils with social and emotional difficulties to enable them to effectively access the curriculum. To work in partnership with families to promote engagement and provide targeted family support.

SPECIFIC DUTIES

Key Responsibilities and Duties

The key responsibilities and duties of the Pastoral and Family Support Champion include, but are not limited to:

Pastoral support:

- Implement school strategies to promote positive behaviour and relationships among pupils
- To support children who are experiencing difficulties with emotional literacy or other aspects of school or home life through targeted intervention and/or group work
- To plan, deliver and evaluate individualised programmes of support to develop children's emotional literacy and maintain records of involvement and progress
- Collaborate with external agencies and services to seek additional support for pupils with challenging social, emotional or mental health needs
- Liaise with teachers and support staff about the needs, provision and progress of children receiving support
- Disseminate information and knowledge with other school staff as appropriate
- To establish, develop and maintain a space in school for intervention work to be carried out
- To create and source appropriate resources for use with intervention programmes, including social skills, emotional skills, friendships, bereavement and anger management
- To sensitively communicate and listen to children around safeguarding issues and provide help and support
- To lead and manage an effective lunchtime club to support pupils who require support to develop their social skills in a structured environment

Family Support:

- Foster positive and effective relationships with parents and families, including regular communication and consultation.
- To promote and facilitate parental understanding of a child's needs
- To sensitively work with parents to help improve parenting skills and an appropriate home environment which supports the child to develop and thrive socially, emotionally and academically
- Act as a point of contact for parents seeking support or guidance regarding their child's behaviour, attendance, or wellbeing.
- Work closely with families to address issues and barriers related to attendance and punctuality
- To signpost and refer parents to services delivered by external agencies

- To organise and facilitate parent workshops and/or drop-in sessions to support the needs of parent community and promote learning opportunities for families, e.g. related to behaviour, attendance and wellbeing
- To initiate, co-ordinate and complete Early Help Assessments (EHA) in partnership with parents and other relevant agencies
- To attend multi-agency, Team Around the Family (TAF) and Core Group meetings and feed into family action planning
- To undertake safe and well checks and home visits in line with the Academy's attendance policy

Supporting Pupils with Additional Needs:

- To liaise with Class Teachers and the Special Educational Needs Co-ordinator (SENCO) in the identification and targeting of children with social, emotional and mental health needs
- To communicate with teachers regards target-setting and strategies to inform pupils' learning plans and pupil passports

Professional Development

As Pastoral and Family Support Champion, there are opportunities for professional development and growth within the role. This may include attending relevant training courses or workshops, participating in conferences or seminars, and engaging in self-directed learning to enhance knowledge and skills in areas such as behaviour management, restorative practices, and supporting students with additional needs. Continuous learning is essential for staying up to date with current research and best practices in pastoral care in a primary school setting.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school 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.