



Geddington CofE Primary School

Excellence in learning - Care - Respect - Responsibility - Joy

"Life in all its fullness." John 10:10

Job Description - Pastoral and Family Support Worker

Geddington CofE Primary School is fully committed to its duties relating to Safeguarding and all appointments are made subject to full enhanced DBS clearance.

Reporting to: Deputy Headteacher

Salary grade: SCP 8 - 12

Hours: Term Time - 27.5 hours (8:45am - 3:15pm - Monday to Friday)

Contract: This is a permanent position

Overall purpose of the post

To promote the wellbeing, engagement, and progress of all pupils by providing tailored pastoral care, early intervention support, and practical help to families. The post holder will work closely with pupils, staff, and families to remove barriers to learning, support emotional development, mental health needs and improve home-school relationships. The post holder will be a first port of call for families who require support.

Principal responsibilities

Pupil Pastoral Support

- Provide one-to-one and small group emotional and behavioural support for pupils.
- Identify pupils in need of additional emotional, social, or mental health support and implement intervention plans.
- Support pupils' social development, self-esteem, and resilience through structured activities and mentoring.
- Work with staff to develop positive behaviour strategies and restorative practices across the school.
- Maintain clear, accurate, confidential records of interventions and outcomes, following the policies and procedures in place in school, including CPOMS.

Family Support

- Build trust and effective relationships with parents/carers, especially those facing challenges such as financial hardship, housing instability, or family breakdown.
- Offer practical help, parenting support, and guidance to improve home conditions and engagement with the school.

- Signpost and refer families to relevant external agencies and services (e.g., Early Help, CAMHS, housing, food banks).
- Attend and contribute to multi-agency meetings such as TAFs (Team Around the Family), CIN (Child in Need), or CP (Child Protection) meetings.
- Promote regular school attendance and support families with attendance-related concerns.

Safeguarding and Wellbeing

- Act as a Deputy Designated Safeguarding Lead and respond promptly to safeguarding concerns.
- Monitor vulnerable pupils and liaise regularly with safeguarding leads and external professionals.
- To attend regular DSL review meetings.
- Support the school in creating a safe, inclusive, and nurturing environment for all children.

General Duties

- Contribute to the school's strategic development of inclusive pastoral systems.
- Attend training and professional development to maintain current knowledge of child development, safeguarding, and family support practices.
- Work collaboratively with teaching staff, SENCO, leadership, and external agencies.
- To be a school first aider.
- To support wraparound services as part of the school's commitment to families, as additional to salary when required.
- Uphold school policies and the ethos and values of the school community.
- To undertake any other duties applicable to the role as directed by the Headteacher/Deputy Headteacher.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications	<p>Experience of Safeguarding in an educational setting.</p> <p>Safeguarding training (e.g., DSL).</p> <p>Family support-related qualifications.</p> <p>Experience of CIN/EHAs</p> <p>Familiarity with Early Help processes.</p> <p>A good standard of English and Maths.</p>	<p>Relevant qualification in childcare, education, social care, or youth work (e.g., Level 2/3 or above).</p>
Experience	<p>Experience working with primary-aged children in a pastoral or support role.</p> <p>Experience supporting families facing complex needs.</p>	<p>Experience working in a school setting.</p> <p>Experience in multi-agency working.</p>
Knowledge	<p>Understanding of safeguarding and child protection procedures.</p> <p>Knowledge of child development and family support approaches.</p>	<p>Awareness of local authority support services.</p> <p>Knowledge of SEND and behaviour support strategies.</p>
Skills and Abilities	<p>Strong interpersonal and communication skills.</p> <p>Ability to maintain clear boundaries and manage confidential and sensitive information.</p> <p>Strong organisational skills. Ability to prioritise workloads and to recognise own coping mechanisms.</p> <p>Ability to write clear, comprehensive and legible reports.</p> <p>Good verbal and written communication skills. Ability to keep accurate records.</p>	<p>Ability to lead group interventions (e.g., friendship groups, anger management).</p> <p>Good IT skills.</p>

	Holder of a full current driving licence and able to travel freely from place to place.	
Personal Attributes	<p>Approachable, caring, reliable, and proactive.</p> <p>A good listener with the ability to show empathy and understanding towards others and the difficulties they face.</p> <p>Patience and resilience.</p> <p>Positive outlook, solution focussed and able to think creatively.</p> <p>Emotionally intelligent and adaptable.</p> <p>Ability to make independent judgements and exercise initiative within agreed limits.</p> <p>Commitment to inclusive education and safeguarding.</p>	Ability to reflect and continuously improve practice.