



Job Description

Job title:	Pastoral Lead
Location:	Cedar Park School and Nursery
Reports to:	SENDCo

Cedar Park School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main Duties and Responsibilities:

The Pastoral Lead will play a key role in promoting the emotional wellbeing, mental health, behaviour and inclusion of pupils across Cedar Park School and Nursery. Working closely with the SENDCo, Headteacher, staff, families and external agencies, the postholder will provide targeted pastoral support and interventions to help pupils overcome barriers to learning, develop positive relationships, improve self-regulation and successfully engage in school life. The role will focus on supporting vulnerable pupils, including those experiencing emotional difficulties, social challenges, emotionally based school non-attendance (EBSNA), behavioural difficulties and mental health concerns. The Pastoral Lead will champion a nurturing, inclusive approach that enables all children to thrive.

Key Responsibilities

Emotional Wellbeing and Mental Health Support

- Deliver Emotional Literacy Support Assistant (ELSA) interventions to individual pupils and small groups.
- Provide targeted emotional support to pupils experiencing anxiety, low self-esteem, friendship difficulties, bereavement, emotional dysregulation or other wellbeing concerns.
- Support pupils' mental health through evidence-based interventions and pastoral approaches.
- Use sensory-informed and trauma-informed practices to support emotional regulation and readiness for learning.
- Develop personalised support plans for pupils requiring additional pastoral intervention.
- Monitor, review and evaluate the impact of interventions.

Social Development and Inclusion

- Facilitate social skills programmes and interventions, including Circle of Friends and nurture group provision.
- Support pupils in developing positive relationships, communication skills and social understanding.
- Mediate between pupils to resolve conflicts and promote restorative approaches.
- Encourage inclusion and participation within the wider school community.
- Support pupils during periods of transition and change.

Attendance and Reintegration Support

- Work with pupils experiencing Emotionally Based School Non-Attendance (EBSNA).
- Develop and implement reintegration plans in partnership with families, staff and external professionals.

- Support pupils in building confidence and resilience to attend and engage successfully in school.
- Work closely with the Office Manager to identify children who are persistently absent and then contribute to strategies that improve attendance.

Behaviour Support

- Work directly with pupils who require support to improve behaviour and engagement.
- Promote positive behaviour strategies aligned with the school's behaviour policy.
- Support staff in implementing effective behaviour management and de-escalation approaches.
- Assist in identifying underlying emotional or sensory needs that may impact behaviour.

Staff and Family Support

- Provide advice and guidance to staff regarding pastoral, emotional wellbeing and behavioural needs.
- Work collaboratively with teachers, teaching assistants and support staff to develop effective support strategies.
- Liaise with parents and carers to promote consistency between home and school.
- Signpost families to relevant services and sources of support where appropriate.

Leadership and Communication

- Work closely with the SENDCo and Headteacher to identify emerging needs and develop effective pastoral provision.
- Attend relevant meetings and contribute to multi-agency planning and reviews.
- Provide regular reports to the SENDCo, Headteacher and Governors on the impact and effectiveness of pastoral interventions.
- Contribute to whole-school strategies relating to wellbeing, inclusion, behaviour and attendance.

Lunchtime and Daily Pastoral Support

- Support the resolution of lunchtime issues and concerns at the beginning of afternoon learning sessions.
- Help pupils return to learning calmly and successfully following social or behavioural incidents.
- Provide responsive pastoral support throughout the school day as required.

General Responsibilities

- Promote and uphold the vision, values and ethos of Cedar Park School and Nursery.
- Maintain positive professional relationships with pupils, staff, parents and external agencies.
- Participate in relevant training and professional development.
- Adhere to all school policies and procedures.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Safeguarding

- To read and fully understand part one of Keeping Children Safe in Education.
- To read and fully understand the school's Child Protections Policy.
- To read and fully understand any other policy that the Head Teacher deems necessary in ensuring the safety of children.
- To engage with safeguarding children such as basic child protection and Prevent.
- Maintain accurate, timely and professional records of pastoral interventions and concerns.
- Record relevant information on CPOMS in accordance with school safeguarding procedures.
- Report concerns promptly to the Designated Safeguarding Lead and senior leaders as appropriate.

Other Associated Tasks

Such as:

- attending relevant courses/training to develop experience and broaden awareness
- participating in all aspects of School life within contracted hours
- reinforcing the standards and expectations that exist within the School
- attend INSET Days and Staff Meetings as appropriate
- To ensure that confidentiality is maintained at all times.
- To promote the positive image of the School within the local community.
- To participate with the School's appraisal process.

The duties of this post may vary from time to time, as required by the Head Teacher, without changing their general character or the level of responsibility required.

Signed: _____

Print Name: _____
Employee

Date: _____

Signed: _____

Print Name: _____
Headteacher

Date: _____

Next review date: Annual